



*The North Carolina Justice Academy's  
January through June 2018*

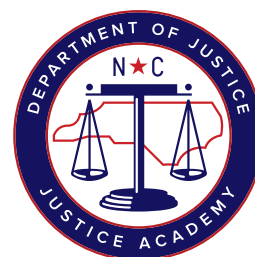


## **North Carolina Justice Academy**

<http://ncja.ncdoj.gov>

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Follow us on Twitter: @NCJAcademy



# Message from the NC Attorney General

As law enforcement officers, you all put your lives on the line every day to keep our communities safe. At the North Carolina Justice Academy, we are proud to offer the top-notch instruction you need to fulfill your critical duties. You deserve the best training available.

North Carolina has seen falling crime rates over the last decade – thanks to your good work – we know that fighting crime will always be important. Keeping up with the latest crime trends will require law enforcement agencies trained with the newest technology and methods. The Justice Academy is committed to giving you the best resources available.

In addition to courses offered at the Academy's two physical campuses, officers can take some courses – like this semester's new photography course – online.

The North Carolina Justice Academy provides a wide range of courses to meet the needs of law enforcement agencies:

- **COMMUNITY ORGANIZERS HELPING OFFICERS RESTORE TRUST (COHORT) DIVERSITY TRAINING:**

Establishing positive relationships within the community improves safety for both officers and community members. They are essential when cooperation is needed to solve or prevent a crime. This is a new course this semester aimed at improving police-community relations. Attendees will analyze existing relationships between their law enforcement agencies and the diverse communities they serve and reflect on roles they can play in resolving and reconciling issues that may exist.

- **PHOTOGRAPHY FOR BASIC LAW ENFORCEMENT:**

Photo documentation of a crime scene can be critical in helping judges and juries understand what occurred. This is another new course this semester. It teaches officers how to take pictures that function as useful legal tools. In this web-based course, officers learn how to ensure that their photographs can be accepted by a court and develop skills to take useful wide, medium and close-up shots. Lessons also include how to use a placard in a photograph, how to resize photos, and how to share them online or via email.

- **CRIMINAL INVESTIGATION: INTERVIEWS AND INTERROGATION:**

This new course is designed for officers who are typically assigned to conduct investigations. Course attendees will learn the differences between interviews and interrogations, the legal aspects of conducting them with both juveniles and adults, and strategies for conducting them successfully. The course will also include simulated interviews with rape victims, child witnesses, and child victims.

- **USE OF FORCE DECISION-MAKING:**

This course is being offered again this semester to help officers make the right call. Knowing when and (when not) to use force is one of the most important decisions officers have to make. In addition to utilizing the Justice Academy's new Use of Force Simulator, it also includes training in verbal skills so officers can deescalate a potentially dangerous situation before force might be required.

- **OFFICER SAFETY/READINESS TRAINING:**

This is a related course designed to ensure that an officer who must use force knows how to do so in a manner that protects himself or herself as well as the arrestee.

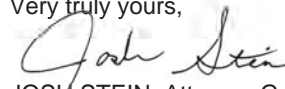
- **SOLO ACTIVE SHOOTER RESPONSE CONDITIONING:**

This is a course for officers serving in the community, as well as for School Resource Officers. Law officers can sometimes find themselves responding alone to critical incidents like shootings at schools and other public places. In those instances, the right training can mean the difference between life and death. With this course, we are continuing our effort to see that all North Carolina officers are trained to respond swiftly and effectively.

As Attorney General, protecting the people of North Carolina is my top priority. The work you do is essential to keeping our communities safe. If you have suggestions for making our state's law enforcement even stronger, please share them with the Justice Academy Staff or me.

Thank you for your vital service to the people of North Carolina.

Very truly yours,



JOSH STEIN, Attorney General



## Message from the NC Justice Academy Director

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Former Director Mark Strickland retired in March of 2017, ending a 10-year tenure of professionalism and commitment to North Carolina's criminal justice personnel. I know that I speak for so many others in thanking him for his service to our industry.

Building on his success, in 2018 the North Carolina Justice Academy is preparing to launch a new strategic plan. This plan will focus on the overall student training experience here at NCJA. We are striving to make every facet of that experience a positive and rewarding one for you, whether you are here at either of our campuses, or completing an online training course. In order to accomplish this goal, our staff has committed to providing our services the 'R.I.T.E.' way. That acronym represents our commitment to every aspect of our service, which we strive to make Relevant, Innovative, Timely, and Engaging. From curriculum development to residence hall management, our goal is to provide each individual we serve with the best possible experience.

The primary focus for our training here at NCJA is research. Our instructional staff has been tasked with developing curricula, both basic and advanced, based on the most current and relevant industry research. Our goal is to ensure that you are provided with valuable training which will enhance both your career, and your agency's service delivery. We welcome your feedback on our efforts in this regard, and welcome you to follow us via our website, as well as Facebook, and Twitter. More importantly, come see us in person at either campus!



Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Trevor Allen'.

TREVOR ALLEN, Director

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**N** New

**R** Revised

**\$** Tuition Fee

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# North Carolina Justice Academy

## Online Courses

The North Carolina Justice Academy online courses are designed for “anytime, any place, any pace” learning. Users can complete the courses as their schedules allow and print certificates of completion.

To enroll in an online course, log in to the Academy Training Portal (<https://ncja-portal.acadisonline.com>). If you do not have a portal account, there are instructions on the portal for creating one.

### WHO MAY REGISTER

Participation in these courses is open to law enforcement officers, detention officers, and telecommunicators in all North Carolina agencies.

## COURSES AVAILABLE

### LAW ENFORCEMENT OFFICERS

- 2015 Domestic Violence: Teen Dating Violence
- 2015 JMST: A Juvenile - What does it have to do with me?
- 2015 Legal Update
- Active Shooter Overview (2015)
- Driving Change: Moped Registration
- Driving Change: New North Carolina Driver License
- Emotional Survival (2015)
- Human Trafficking Protocols for Law Enforcement
- Law Enforcement Intelligence Update 2015 (2015)
- Missing and Abducted Children (2015)
- New Vehicle Laws to Take Effect on October 1, 2015
- Public Safety: Storm Spotting (2015)
- 2016 Human Trafficking Awareness
- 2016 JMST: The Color of Justice
- 2016 Legal Update
- 2016 NC Firearms Laws: Citizens & Guns
- Body-Worn Cameras/Video Evidence (2016)
- Law Enforcement Intelligence Update (2016)
- Leadership: Modeling Appropriate Behavior (2016)
- Recovery of Mobile Devices and Preservation of Electronic Evidence (2016)
- 2017 DV: Protecting Victims of Domestic Violence
- 2017 Improving Decision-Making Skills
- 2017 Legal Update
- 2017 Positively Impacting Today's Youth
- Career Survival: Social Networking and Digital Communication
- Criminal Discovery Update for Law Enforcement Agencies
- Eyewitness Identification Reform Act
- Law Enforcement Intelligence Update (2017)

- Narcotics Identification for Patrol Officers (2017)
- NCAWARE 101
- Protecting Our Officers: Suicide Prevention for Law Enforcement (2017)
- Truckers Against Trafficking Law Enforcement Training

### TELECOMMUNICATORS

- Domestic Violence: Teen Dating Violence (2015)
- Emotional Survival (2015)
- Law Enforcement Intelligence Update 2015 (2015)
- Missing and Abducted Children (2015)
- Tactical Dispatch (2015)
- Becoming a Leader in the Communications Center (2016)
- Communicating Effectively with Crisis Callers (2016)
- Handling Suicide Callers (2016)
- Law Enforcement Intelligence Update (2016)
- Officer Safety: Responding to Crimes Off-Duty (2016)
- Recognizing and Managing Stress (2016)
- Health and Wellness (2017)
- Improving Decision-Making Skills (2017)
- Law Enforcement Intelligence Update (2017)
- Post Critical Incident Stress Management (2017)
- Protecting Our Officers: Suicide Prevention for Law Enforcement (2017)
- Protecting Victims of Domestic Violence (2017)

### DETENTION OFFICERS

- Legal Update for Detention Officers (2015)
- Documenting the Incident (2015)
- Career Survival: STOP! Think About What You Are Doing (2016)
- Communicable Diseases (2016)
- Detention Intelligence Update (2016)
- Fundamentals of Evidence Collection in the Detention Facility (2016)
- Leadership: Modeling Appropriate Behavior (2016)
- Detention Intelligence Update (2017)
- Detention Legal Update (2017)
- Health and Wellness (2017)
- Improving Decision Making Skills (2017)
- Protecting Our Officers: Suicide Prevention for Detention (2017)
- Recognizing Substance Abuse and Withdrawal (2017)
- When Disaster Strikes (2017)

### INSTRUCTORS

- 2017 General Instructor Update: Developing Facilitation Skills

<https://ncja-portal.acadisonline.com>



## In-Service Training - Instructor Updates

### In-Service Training Frequently Asked Questions

#### *What are the in-service training requirements?*

##### **Criminal Justice Education and Training Standards**

The rules require that every law enforcement officer certified by the Criminal Justice Education and Training Standards Commission must receive 24 hours/credits of in-service training annually in the following topical areas:

Required In-Service Training Topics	18 hours/credits
Department Topic of Choice	6 hours/credits

##### **The required In-Service Training topics for 2018 are:**

- 2018 Firearms Training and Qualification 4 hours/credits
- 2018 Legal Update 4 hours/credits
- 2018 Strategies to Improve Law Enforcement Interactions and Relationships with Minority Youth 2 hours/credits
- 2018 Equality in Policing 4 hours/credits
- 2018 Communication Skills With Persons in Crisis - De-escalation Techniques 4 hours/credits

##### **The Department Topics of Choice for 2018 are:**

- Law Enforcement Intelligence Update 2 hours/credits
- Leadership Through Community Partnership 2 hours/credits
- Officer Safety: Surviving Planned Attacks Against Law Enforcement Officers 4 hours/credits

*NOTE:* Agencies may instruct on any topic(s) of the Chief's choosing for Department Topic of Choice.

##### **Lesson Plans:**

Departments must use the current lesson plan as a minimum for the required in-service training topics. Departments should check the in-service website prior to any course delivery to ensure instructors are using the most current materials available.

The North Carolina Justice Academy has prepared several lesson plans which are **OPTIONAL** for use as department choice topics.

The Chief or designee may approve a lesson plan developed by another entity, or may develop one of their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Training course.

##### **Sheriffs' Education and Training Standards**

**For deputies**, the in-service requirement for 2018 is 24 hours/credits of mandatory training in the following topical areas:

##### **The required In-Service Training topics for 2018 are:**

- 2018 Firearms Training and Qualification
- 2018 Legal Update
- 2018 Strategies to Improve Law Enforcement Interactions and Relationships with Minority Youth
- 2018 Equality in Policing
- 2018 Communication Skills With Persons in Crisis - De-escalation Techniques

##### **The Department Topics of Choice for 2018 are:**

- Law Enforcement Intelligence Update
- Leadership Through Community Partnership
- Officer Safety: Surviving Planned Attacks Against Law Enforcement Officers

*NOTE:* Agencies may instruct on any topic(s) of the Sheriff's choosing for Department Topic of Choice.

##### **Lesson Plans:**

The North Carolina Justice Academy has prepared several lesson plans which are **OPTIONAL** for use as department choice topics.

The Sheriff or designee may approve a lesson plan developed by another entity, or may develop one of their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Training course.

**For detention officers**, the in-service requirement for 2018 is 16 hours/credits of mandatory training in the following topical areas:

##### **The required In-Service Training topics for 2018 are:**

- Recognizing Warning Signs and Strategies Associated With Mental Illness 4 hours/credits
- Equality in Detention Practices 4 hours/credits
- Communication Skills With Persons in Crisis - De-escalation Techniques 4 hours/credits
- Career Survival 2 hours/credits

##### **Sheriff's Topics of Choice for 2018 are:**

- Detention Intelligence Update 2 hours/credits
- Leadership Through Mentoring 2 hours/credits

*NOTE:* Agencies may instruct on any topic(s) of the Sheriff's choosing for Department Topic of Choice.

(CONTINUED ON NEXT PAGE.)

# In-Service Training - Instructor Updates



## In-Service Training Frequently Asked Questions

(CONTINUED FROM PAGE 6.)

The "Sheriff's Choice" category was included because it is important for the Sheriff and/or Jail Administrator to have the flexibility to be able to provide training that is specific to the needs of their detention officers or facility.

### Lesson Plans:

The North Carolina Justice Academy has prepared several lesson plans which are OPTIONAL for use as department choice topics.

The Sheriff, other agency head, or designee may approve a lesson plan developed by another entity, or may develop one of their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Training course.

**For telecommunicators**, the in-service requirement for 2018 is 16 hours/credits of mandatory training in the following topical areas:

### The required In-Service Training topics for 2018 are:

- Communications Center Trainer 4 hours/credits
- Equality in Policing 4 hours/credits
- Communication Skills With Persons in Crisis - De-escalation Techniques 4 hours/credits

### Sheriff's Topics of Choice for 2018 are:

- Law Enforcement Intelligence Update 2 hours/credits
- Leadership Through Community Partnership 2 hours/credits
- Officer Safety: Supporting Public Safety Professionals Against Planned Attacks 2 hours/credits

NOTE: Agencies may instruct on any topic(s) of the Sheriff's choosing for Sheriff's Topic of Choice.

The "Sheriff's Choice" category was included because it is important for the in-house trainer and their respective agency to have the flexibility to be able to provide training that is specific to the needs of their emergency communications staff or facility.

### Lesson Plans:

The North Carolina Justice Academy has prepared several lesson plans which are OPTIONAL for use as department choice topics.

The Sheriff, other agency head, or designee may approve a lesson plan developed by another entity, or may develop one of their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Training course.

***Do I have to attend the Instructor Update sessions to teach a block of instruction for in-service training?***  
No.

***How do I get the annual lesson plans and training materials for in-service from the Justice Academy?***  
There are two methods to obtain materials:

- (a) Instructor and student lesson plans, PowerPoint slides, handouts, and DVDs can be purchased from the Academy bookstore. An order form may be obtained via NCJA website: <http://ncja.ncdoj.gov>. These materials will be available only in DVD format.

**NOTE: The Bookstore will accept orders for 2018 in-service materials that are being purchased by open account with the Bookstore on or before November 1, 2017. Those orders being paid as listed above may be made by mail, e-procurement, or fax. NO orders with a payment to be made by check or credit card (Visa or Mastercard) will be accepted before November 15, 2017. Credit card orders must be placed by phone. For security reasons, we no longer accept fax or email credit card orders.**

- (b) Lesson plans will be available on the web. If you are an agency head, school director, in-service training coordinator or instructor, e-mail the contact below to obtain the secured access information to the in-service lesson plans on the web. **PowerPoints and video clips CANNOT be obtained directly from the website.**

***For Law Enforcement in-service training:***  
Contact Bill DuBois at [bdubois@ncdoj.gov](mailto:bdubois@ncdoj.gov).

***For Detention Officer in-service training:***  
Contact Amanda Stephenson at [arstephenson@ncdoj.gov](mailto:arstephenson@ncdoj.gov).

***For Telecommunicator in-service training:***  
Contact Susan Gillis at [sgillis@ncdoj.gov](mailto:sgillis@ncdoj.gov).

**If you need additional information on mandatory in-service training, visit the in-service training web link at: <http://ncja.ncdoj.gov>.**





## In-Service Training - Instructor Updates

### Coordinating In-Service Training

#### Who Should Attend

All new Agency In-Service Training Coordinators responsible for evaluating instructors and conducting/coordinating Commission-mandated in-service training.

#### Course Goal

To discuss the in-service training requirements as mandated by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission and to discuss and practice the utilization of the instructor evaluation form for in-service training.

#### Course Objectives

The student will be able to:

- Discuss the responsibilities of the agency. In-Service Training Coordinator as established by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission.
- Demonstrate how to properly complete the instructor evaluation form using the corresponding criteria.

#### Methodologies

This course employs discussion, demonstration, and practical exercise.

#### Course Requirements

Participants should be an Agency In-Service Training Coordinator and hold a general instructor certification. Testing is required for this course. Participants will be required to score at least 70% on the final exam.

#### Special Concerns

Representatives from the Criminal Justice Standards Division and the Sheriffs' Standards Division will be present at the training sessions to provide information on the in-service training requirements.

#### Course Coordinator

Bill DuBois

#### Length of Course

One-half day (4 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### In-Service Instructor Update 2018

#### Who Should Attend

Certified criminal justice instructors planning to teach any of the in-service training topics.

#### Course Goal

To provide the information and materials necessary to deliver the 2018 mandated in-service training.

#### Course Objective

The student will be able to teach the 2018 topics of instruction in an in-service capacity.

#### Methodologies

This course employs discussion, demonstration, group exercise and video.

#### Course Requirement

Students must attend all class meetings. Testing is required for this course. Participants will be required to score at least 70% on the final exam(s).

#### Course Coordinator

Bill DuBois

#### Length of Course

Two days (16 hours)

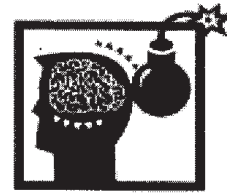
**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

**D**ATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.

# Anti-Terrorism Training



## Basic Anti-Terrorism Awareness

**CICP Accredited Course**

### Who Should Attend

All law enforcement officers, investigators and related personnel who may prevent or respond to a terrorist act.

### Course Goal

To provide the participant with the knowledge, skills and abilities to recognize potential terrorist targets, suspicious people and activities, and other attack indicators. Methods of receiving and reporting vital information will also be addressed.

### Course Objectives

At the awareness level, the student will be able to:

- Recognize potential terrorist indicators, symbols, and behaviors associated with international, domestic and Homegrown Violent Extremists (HVE).
- Identify common false documents.
- Recognize and differentiate between domestic and international groups.

- Understand the significance of performing a Threat Vulnerability Assessment in their communities.
- Know how and to whom to report suspicious activity and what information is vital in that reporting.

### Methodologies

This course will employ lecture, discussion and analysis. The course will have extensive use of video clips, videos and PowerPoint slides. In addition, some outside reading will be required.

### Course Requirements

Attendance is required at all sessions. Students must achieve a minimum score of 70% on a written test which will be given at the conclusion of the course.

### Course Coordinator

Doug Robinson

### Length of Course

Two days (16 hours)



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



## Community-Oriented Policing

### Advanced SRO Survival

**NEW!**

**SROCP Accredited Course**

#### Prerequisites

School Resource Officer Training

#### Who Should Attend

All certified law enforcement officers who are currently assigned as a School Resource Officer.

#### Course Goal

To provide additional skills for the school resource officer by building on the fundamentals learned in initial school resource officer training.

#### Course Objectives

The student will be able to:

- Discuss de-escalation strategies and sound decision making skills for school resource officers.
- Identify characteristics of weapon concealment and pre-assault behaviors.
- Discuss casualty care skills including the ability to properly apply a tourniquet.
- Given a survey instrument, evaluate school security vulnerability including special operation planning.

- Discuss procedures and tactics for dealing with incidents occurring on school buses in a practical setting.
- Utilizing a firearms training simulator and force on force training scenarios, demonstrate and articulate the proper use or non-use of force.

#### Methodologies

This course will employ conference, discussion and practical exercises.

#### Course Requirements

Students must successfully score 70% or higher on a final written exam and pass all practical exercises. All practical exercises are pass or fail with the opportunity for remediation for failures.

#### Special Concerns:

This course will employ training simulator and force-on-force practical exercises. The following items are required of students: Issued duty gear; athletic type shoes suitable for use on mats; body armor; long sleeve shirt; gloves and appropriate weather gear. Special protective gear will be provided by the Academy.

#### Course Coordinator

Scott Grantham

#### Length of Course

Three days (24 hours)

## Community-Oriented Policing

#### Who Should Attend

This course is intended for sworn and non-sworn personnel who will be actively engaged in community-policing initiatives within their agency. While much of the course content focuses on the delivery of police service by sworn officers, all departmental personnel responsible for dealing with the public can benefit from this course.

#### Course Goal

This course will familiarize law enforcement officers and other personnel with the philosophies and concepts of community-oriented and problem-solving policing.

#### Course Objectives

The student will be able to:

- State why change is necessary in the law enforcement community.

- Define community policing.
- Define public value.
- Name the three main components of community policing.
- State the duties of the community police officer.
- Explain the benefits of community knowledge and cultural awareness.
- Identify the skills needed to be a successful community police officer.
- List the steps involved in successfully marketing community policing.
- Explain the S.A.R.A. problem-solving model and how to implement it.
- Explain the Crime Measurement Index (CMI).
- Explain the difference between P.O.P. and C.O.P.

#### Methodologies

This course employs lecture, class discussion, demonstration and practice.

(CONTINUED ON NEXT PAGE.)

# Community-Oriented Policing



## Community-Oriented Policing

(CONTINUED FROM PAGE 10.)

### Course Requirements

Students should be familiar with Microsoft Word and Microsoft PowerPoint software applications. Attendees should bring a jump drive for storing course work. Students are expected to present a 30 - 35 minute group presentation on the S.A.R.A. problem-solving model. Students should bring and wear court attire or their duty uniform for the last day of class for their group presentation assignment.

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## Crime Prevention Through Environmental Design

**CPCP Accredited Course**

### Who Should Attend

This course is intended for sworn personnel who will be actively engaged in crime prevention strategies and initiatives in their agency.

### Course Goal

This course will acquaint participants with the techniques and methods used to analyze the potential for crime within the environment, locate conflicts in the environment, and develop plans to reduce or prevent environmentally induced crimes. The practical approach to environmental design will be stressed, and proven practical applications will be demonstrated.

### Course Objectives

The student will be able to:

- Discuss the fundamental principles of crime prevention and how they relate to the environment.
- Analyze and discuss natural access and natural surveillance and the importance of both.
- Differentiate between the crime prevention strategy classifications of: natural, organized, and mechanical.
- Explain the 3-D concept: designation, definition, and design.

### Course Coordinator

Carlton R. Joyner

### Length of Course

Three days (24 hours)

- Using the 3-D concept, perform a space assessment of a residential design.
- Using a 3-D concept, perform a space assessment of a commercial design.
- Using a 3-D concept, perform a space assessment of a proposed land use design.
- Using CPTED principles, perform an on-site assessment of a structure.

### Methodologies

This course employs discussion, demonstration, lecture, and practical exercises.

### Course Requirements

Students should be familiar with Microsoft Word and PowerPoint software applications. Attendees should bring a jump drive for storing course work.

### Course Coordinator

Carlton R. Joyner

### Length of Course

Four days (32 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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## Community-Oriented Policing

### School Resource Officer Ethics (Web-based)

#### Who Should Register

All certified law enforcement officers who are currently assigned or will be assigned as a School Resource Officer.

#### Course Goal

To provide school resource officers with some insight into their own definition of ethics, and the awareness of consequences when making ethical decisions.

#### Course Objectives

The student will be able to:

- Identify their personal definition of "Ethics" as it relates to School Resource Officers.
- Identify ethical problem situations for School Resource Officers.

- Read four articles about law enforcement ethics.
- Write four short essays referring to the assigned articles.
- Evaluate an ethical scenario and provide an opinion.

#### Methodologies

Instruction online using a Google platform.

#### Course Requirements

Participants must be familiar with online course delivery and comfortable with email, internet usage and word processing software.

#### Course Coordinator

Scott Grantham

#### Course Credit

Thirty-two hours

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### School Resource Officer Training

#### Who Should Attend

All **certified law enforcement officers** who are currently assigned or will be assigned as a School Resource Officer.

#### Course Goal

To provide the participant with the history, philosophy and basic skills necessary to serve as a School Resource Officer. Participants will receive instruction in school-based law, ways to handle exceptional students, and classroom instruction techniques.

#### Course Objectives

The student will be able to:

- Discuss the history and concept of the School Resource Officer program.
- Identify legal issues for a School Resource Officer.
- Participate in role play exercises designed to elicit discussion amongst training participants.
- Identify the various groups of children with disabilities that may be challenging for the School Resource Officer.

- Define Crime Prevention Through Environmental Design.
- Define the term "gang" and be familiar with ways to identify gang activity within the school.
- Identify the warning signs associated with suicidal teenagers and the specific intervention skills that should be used.
- Prepare and teach a fifteen minute presentation aimed at students within their assigned school.

#### Methodologies

This course employs discussion, demonstration, lecture and practical exercises.

#### Course Requirements

Attendance is required at all class sessions. A score of 70% on an exam is required for passing this course.

#### Course Coordinator

Scott Grantham

#### Length of Course

Five days (40 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

**D**ATES

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# Community-Oriented Policing



## T.R.R.U.T.H. (Taking Race Relations and Understanding to Heart)

### Who Should Attend

This course is intended for sworn and non-sworn personnel who will be actively engaged in community-relations initiatives within their agency. While much of the course content focuses on the delivery of police service by sworn officers, all departmental personnel responsible for dealing with the public can benefit from this course.

### Course Goal

This course will provide law enforcement officers and other personnel with the necessary psycho-social skills needed to effectively mitigate conflicts and build trust with ethnic minorities.

### Course Objectives

- Understand how cultural biases play a role in policing.
- Identify the impact of racial profiling.
- Explain the differences between stereotyping, prejudice, and discrimination.
- Understand the Seven Social Processes that lead to Lucifer Effect.
- Understand Kant's ethical theories of hypothetical and categorical imperatives.

- Identify methods of building trust and meaningful relationships with minority populations.
- Explain the concept of police legitimacy and procedural justice.
- Identify ways to increase perceptions of police fairness, legitimacy, and effectiveness.
- Understand the Five Factors that affect citizens' attitudes toward the police.
- Discuss the barriers to good police-community relations.
- Understand the significance of using de-escalation techniques.

### Methodologies

This course employs lecture, class discussion, demonstration and practice.

### Course Requirements

Students should be familiar with Microsoft Word and Microsoft PowerPoint software applications. Attendees should bring a jump drive for storing course work.

### Course Coordinator

Carlton R. Joyner

### Length of Course

Two days (16 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# DATES

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# Detention Officer Training

## Basic Inmate Transport

### Who Should Attend

Detention officers who will be or are assigned the responsibilities of the transportation of inmates.

### Course Goal

To give the student the knowledge and practical skills required to conduct efficient, safe and secure transportation of inmates.

### Course Objectives

The student will be able to:

- Describe the proper search techniques of an inmate leaving a facility on transport.
- Using various mechanical restraints, demonstrate the proper restraining of an inmate for transport.
- List the various locations an officer may transport an inmate and describe the security concerns of each.
- Through a series of practical exercise scenarios, conduct both single and multiple inmate transports proficiently.

### Methodologies

This course employs lecture, discussion, demonstrations and practical exercises.

### Course Requirements

The student is expected to attend all class sessions. Students are expected to successfully complete all practical exercises. Each student must pass a written final exam.

### Special Concerns

Students should bring all issued leather gear and duty belt.

### Course Coordinator

Amanda Stephenson

### Length of Course

Two days (16 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## Detention Field Training Officer

### Who Should Attend

Detention officers who will be or are assigned the responsibilities of training new detention officers during their field training periods.

### Course Goal

To provide the technical and personal skills to individuals in order for them to function as evaluators and trainers of recruits who have completed the basic **Detention Officer Certification** course.

### Course Objectives

The student will be able to:

- Evaluate the performance of new detention officers.
- Utilize performance feedback, interpersonal communication skills and training skills in the interaction with the trainees.
- Successfully utilize leadership skills and attributes.

- Evaluate and counsel the new detention officer in report writing and note-taking skills.

### Methodologies

This course employs lecture, discussion, practical exercises and demonstrations.

### Course Requirements

Attendance is required at all class sessions. In order to satisfactorily complete this course, the participant, given several videotaped scenarios, must satisfactorily evaluate and document the performance of the trainee depicted therein and obtain a minimum score of 70% on a written test to be given at the conclusion of the course.

### Course Coordinator

Amanda Stephenson

### Length of Course

Five days (40 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Detention Officer Training



## Detention Officer Certification

### Who Should Attend

All persons who are employed as detention officers at local confinement facilities and are required by the Sheriffs' Education and Training Standards Commission or the Criminal Justice Education and Training Standards Commission to successfully complete this course.

### Course Goal

To present the basic standard operating procedures for local confinement facilities and to develop the role and responsibilities of professional detention officers.

### Course Objectives

The student will be able to:

- Supervise inmates providing safety, security, meals, proper sanitation and medical care.
- Respond to medical emergencies within the facility.
- Search incoming and resident prisoners.
- Search a cell block and general areas.
- Apply information of a prisoner's legal and constitutional rights to administrative operation of the detention facility, composition of disciplinary sanctions, use of force and civil liability to officers.
- Identify and cope with stressful situations.
- Maintain personal and detention facility security.
- Deal effectively with inmates.
- Process incoming prisoners.

- Transport prisoners safely.
- Profile characteristics of a potential suicide.
- Respond to inmates in crisis situations.
- Develop the ability to respond to a physical attack to ensure the safety of officers and inmates.
- Develop and implement emergency plans.
- Properly demonstrate the use of fire equipment.

### Methodologies

This course employs lecture, discussion, demonstration and practical exercises.

### Course Requirements

Attendance is required at all class sessions. The student must score a minimum of 70% on written tests and/or practical exercises for each block and score a minimum of 70% on the final Commission-administered written exam.

### Special Concerns

Uniforms are required for class unless otherwise stated. Students must also have proper gym clothes for physical assessment, physical training, and subject control techniques. Some evening sessions may be required.

### Course Coordinator

Amanda Stephenson

### Length of Course

Twenty-four days (184 hours)

**LIMIT 7 STUDENTS  
PER DEPARTMENT.**

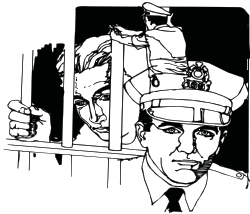


# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Detention Officer Training

## First Line Supervision for Detention Supervisors

### Who Should Attend

New detention supervisors and supervisors who have not received formal supervisory training.

### Course Goal

To provide knowledge and skills required to effectively supervise personnel in a detention facility.

### Course Objectives

The student will be able to:

- Avoid liability problems arising from employment practices and field operations.
- Identify misconduct and corruption and be able to use appropriate techniques to prevent them.
- Determine and utilize motivational incentives to improve or cause high performance.
- Lead groups in consensus decision making and creative problem solving.
- Promote ethical practices in a detention facility and create a professional detention culture.

- Complete and receive results from a personality inventory.
- Lead others through concepts of empowerment and transformation.
- Demonstrate supervising for results skills dealing with work performance and work habit problems.
- Utilize identified competencies of a leader to address factors in high performance by employees.

### Methodologies

This course employs lecture, conference, exercise, diagnostic instruments and skills practice.

### Course Requirements

Attendance is required at all class sessions. Students must attain an average of 70% across course examinations. They must also successfully perform in supervising for results skill practices.

### Course Coordinator

Amanda Stephenson

### Length of Course

Five days (40 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# Instructor Development



## General Instructor Training

### Who Should Attend

Criminal justice personnel planning to teach in any course mandated by either the Criminal Justice Education and Training Standards Commission or the Sheriffs' Education and Training Standards Commission are required to successfully complete this course and apply for certification as a probationary general instructor. To become a probationary general instructor, applicants must have a minimum of four years of practical criminal justice experience.

### Course Goal

To provide the information necessary to competently research, plan, prepare, and present a block of instruction in accordance with the ISD Model.

### Course Objectives

The student will be able to:

- Develop a lesson plan for the 80-minute block of instruction.
- Construct a test appropriate to the 80-minute block of instruction and audio-visual aids.
- Teach an 80-minute block of instruction.
- Successfully complete a written examination achieving a score above 75%.

### Methodologies

This course employs discussion, programmed text, demonstration and practical exercises.

### Course Requirements

Attendance is required at **all** class sessions. The student must develop a lesson plan for the 80-minute block of instruction with accompanying support materials, construct a test appropriate to the 80-minute block of instruction and teach an 80-minute block of instruction.

### Special Concerns

Students should bring any special clothing, equipment, references or other materials necessary to enable them to research, write, type and present an 80-minute block of instruction on a criminal justice related topic. Students can expect to spend a number of hours at night preparing lesson plans and audio-visual aids, as well as practicing for their 80-minute presentation. **Students should have strong skills in Microsoft Word and should be familiar with Microsoft PowerPoint.**

**Students will be issued a laptop for use in developing their lesson plan. This laptop will have Word 2010. A USB Flash Drive is required, and it is recommended that the student bring a wireless mouse.**

### Course Coordinator

Perry Harris

### Length of Course

Ten days (78 hours)

**LIMIT 1 STUDENT  
PER DEPARTMENT.**

## Instructor Training Orientation (Web-based)

### Who Should Register

All school directors, instructors and evaluators who will be participating (teaching/evaluating) in the offering of the **General Instructor Training** course under the auspices of the North Carolina Criminal Justice Education and Training Standards Commission.

### Course Goal

To prepare certified instructors to deliver blocks of instruction and evaluate student performance in the General Instructor Training course.

### Course Objectives

The student will be able to:

- Teach assigned blocks of instruction from the approved lesson outline using appropriate instructional strategies and required equipment.
- Evaluate the 10-minute, 30-minute, and 80-minute presentations required in **General Instructor Training**, utilizing the correct evaluation form and criteria.
- Evaluate lesson plans using the standards established by the General Instructor Training course.

### Methodologies

This course is taught completely online. The course will utilize online streaming video, e-mail and fax technologies to facilitate the learning process. The course is instructor-led, but completely asynchronous.

**(CONTINUED ON NEXT PAGE.)**

# DATES

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# Instructor Development

## Instructor Training Orientation (Web-based)

(CONTINUED FROM PAGE 17.)

### Course Requirements

The student is required to evaluate the following: a 10-minute and 30-minute presentation and an 80-minute lesson plan with accompanying test questions. The student is required to achieve a score above 75% on the post-test for successful completion of the course.

### Special Concerns

1. In order for you to register for this course, we must receive from a School Director of Instructor Training a written confirmation that you will be

teaching or evaluating for them in a Commission-approved **General Instructor Training** Course. This confirmation must be given in the form of a letter signed by a certified School Director. Along with this letter, you must submit a copy of your current instructor certification. Both items must be submitted via fax (828-685-9933) to the attention of Perry Harris.

2. Students must have access to the Internet, an email account and access to either a fax machine or scanner. This course relies heavily on the use of streaming video – high-speed Internet access is highly recommended.

### Course Coordinator

Perry Harris

### Course Credit

Twenty-four hours

## LIDAR Instructor Recertification

TEICP Accredited Course

### Who Should Attend

LIDAR instructors seeking recertification under NCAC 9B.0239. Individuals must have successfully completed the **RADAR Instructor Recertification** course prior to entering **LIDAR Instructor Recertification**.

### Course Goal

To improve the effectiveness of speed enforcement through the proper and efficient use of LIDAR speed measurement instruments. To maintain and enhance the knowledge and skills necessary to instruct the **LIDAR Operator Training** course.

### Course Objectives

The student will be able to:

- Demonstrate basic skills in testing and operating of all LIDAR instruments in accordance with criteria specified on a standardized performance evaluation form.
- Identify specific LIDAR instruments and describe their major components and features.
- Identify laws, court rulings, regulations, policies, and procedures affecting LIDAR speed measurement and speed enforcement.

- Teach students in the performance of the objectives listed above.

### Methodologies

This course employs lecture, demonstration and field practice.

### Course Requirements

Attendance is required at all class sessions. Performance of 100% proficiency is required in all motor-skill testing areas. Upon course completion, students must attain a minimum of 75% on a Commission-administered final written examination prior to being recertified as a LIDAR Instructor. There will be an assortment of motor-skills testing throughout the training course for which the student must successfully complete before graduation from the training is permitted.

### Special Concerns

Students must provide a LIDAR instrument for testing and practical exercises. Class will begin at 8:00 am.

### Course Coordinator

Dan Worley

### Length of Course

One day (8 hours)

# Instructor Development



## LIDAR Instructor Training

**TEICP Accredited Course**

### Who Should Attend

Officers designated to become LIDAR instructors for their departments. Individuals must possess criminal justice instructor certification, receive a recommendation from a certified school director or agency head, possess a current and valid LIDAR operator certification, and be currently certified as a RADAR instructor.

### Course Goal

To provide the knowledge and skills necessary to instruct the **LIDAR Operator Training** course.

### Course Objectives

The student will be able to:

- Describe the basic principles of LIDAR speed measurements.
- Acquire and demonstrate basic skills in testing and operating specific LIDAR instruments in accordance with criteria specified on a standardized performance evaluation form.
- Identify specific LIDAR instruments and describe their major components and features.
- Identify laws, court rulings, regulations, policies, and procedures affecting LIDAR speed measurement and speed enforcement.

- Acquire and demonstrate basic skills in preparing and presenting records and testimony relating to LIDAR speed measurement and enforcement.
- Teach students in the performance of the objectives listed above.

### Methodologies

Lecture and practical exercises will be employed.

### Course Requirements

Attendance is required at all class sessions. On the first day of the course, students must obtain a score of 90% correct on a written pre-entrance test designed to test the trainee's knowledge at the "operator" level. Students must also demonstrate 100% competence in the setup, test for accuracy and operation of a LIDAR instrument currently in use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form. Failure to pass the written or motor-skill pre-entrance tests will automatically result in the trainee's dismissal from the course. Performance of 100% proficiency is required in all motor-skill testing areas.

### Special Concerns

Students must provide a LIDAR instrument for testing and practical exercise purposes.

### Course Coordinator

Dan Worley

### Length of Course

Three days (22 hours)



# DATES

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## Instructor Development

### Private Protective Services Firearms Instructor

#### Who Should Attend

Private Protective Services trainers who have received a favorable recommendation from their employing licensee or from a Dean of Continuing Education at a Community College and will be instructing the firearms block of instruction for Private Protective Services. To attend this course, students must have contacted the North Carolina Department of Justice Private Protective Services Board and received a written invitation to attend. You may contact the Board at 919-788-5320 and ask for the Training Officer.

#### Course Goal

To provide the knowledge and skills necessary to instruct the firearms block of instruction for the Private Protective Services Board.

#### Course Objectives

The student will be able to:

- Conduct firearms qualification and training of PPS approved courses of fire.
- Train PPS Officers in the nomenclature, fundamentals of shooting, maintenance, cleaning and inspection of the handgun.
- Supervise a range with a maximum of efficiency and safety.
- Render initial first aid for medical emergencies on the firing range.

#### Methodologies

This course employs lecture, discussion, practical exercise and practice teaching.

#### Course Requirements

Individuals must have successfully completed the **PPS Unarmed Trainer Course** and the prequalification prior to entering **PPS Firearms Instructor Training** (this is waived if the student is a Criminal Justice Firearms Instructor). Individuals must be 21 years of age or more and must possess a high school diploma or a GED. Additionally, individuals must have at least one year of supervisory experience in security, the military or in law enforcement. Attendance is required at all class sessions.

Students must demonstrate the ability to safely operate a range and conduct courses of fire for PPS. Students must attain a minimum score of 75% on the final examination.

#### Special Concerns

Students should bring comfortable and practical clothing for outside training and rain protection, duty handgun, uniform type holster and magazine carriers. Ammunition should include 1500 rounds of duty/ballistic equivalent ammunition for the handgun. Other necessary equipment includes duty flashlight, whistle and stopwatch, gun cleaning equipment, eye and ear protection, a clipboard and a billed hat or cap. Students will be required to work on the range at night.

#### Course Coordinator

Chad Thompson

#### Length of Course

Four days (32 hours)



# Instructor Development



## Private Protective Services Firearms Instructor Recertification

### Who Should Attend

Private Protective Services instructors who are in need of re-qualifying within the required two-year period set forth by the Private Protective Services Board. To attend this course, students must have contacted the North Carolina Department of Justice Private Protective Services Board and received a written invitation to attend. You may contact the Board at 919-788-5320 and ask for the Training Officer.

### Course Goal

To ensure that PPS Firearms Instructors are capable of qualifying with at least 90% on the pistol or revolver, two out of three attempts, day and night.

### Course Objectives

The student will be required to fire the pistol and/or the revolver qualification course, day and night, and qualify with at least a 90%, two out of three attempts, day and night.

### Methodologies

This course employs lecture, discussion, practical exercise and practice teaching.

### Special Concerns

Students should bring comfortable and practical clothing for training, including rain protection, a billed cap and eye and ear protection. The student should bring their duty pistol and/or revolver, 300 rounds of duty/ballistic equivalent ammunition each and duty holster and ancillary equipment.

**Course Coordinator**  
Chad Thompson

**Length of Course**  
One day (10 hours)

## RADAR Instructor Recertification

**TEICP Accredited Course**

### Who Should Attend

RADAR instructors seeking recertification under NCAC 9B.0218.

### Course Goal

To maintain and enhance the skills necessary to instruct the **RADAR Operator** course.

### Course Objectives

The student will be able to:

- Demonstrate basic skills in testing and operating specific RADAR instruments.
- Identify specific RADAR instruments and describe their major components and features.
- Identify laws, court rulings, regulations, policies and procedures affecting RADAR speed measurement and speed enforcement.
- Teach students in the performance of the objectives listed above.

### Methodologies

This course employs discussion, demonstration and practical exercises.

### Course Requirements

Attendance is required at all class sessions. Performance of 100% proficiency is required in motor-skills testing. Upon course completion, students must attain a minimum of 75% on a Commission-administered written examination prior to being recertified as a RADAR Instructor. There will be an assortment of motor-skills testing throughout the training course for which the student must successfully complete before graduation from the training is permitted.

### Special Concerns

Students must bring a RADAR unit capable of dual antenna and same direction upon which to be road tested and a vehicle for use during testing. The RADAR instrument which the student brings must have active dual antenna operation in stationary, moving-opposite direction, and moving-same direction modes.

**Course Coordinator**  
Dan Worley

**Length of Course**  
Three days (22 hours)

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Instructor Development

## RADAR Instructor Training

**TEICP Accredited Course**

### Who Should Attend

Officers designated to become RADAR instructors for their departments. Individuals must possess criminal justice instructor certification, receive a recommendation from a certified school director or agency head, and possess a current and valid RADAR operator certification. Applicants must be certified in all approved modes of operation, features and configurations.

### Course Goal

To provide the knowledge and skills necessary to instruct the RADAR Operator Training course.

### Course Objectives

The student will be able to:

- Describe the association between excessive speed and accidents, deaths, and injuries, and describe the safety benefits of effective speed regulation.
- Describe the basic principles of RADAR speed measurements.
- Acquire and demonstrate basic skills in testing and operating specific RADAR instruments.
- Identify specific RADAR instruments and describe their major components and features.
- Identify laws, court rulings, regulations, policies, and procedures affecting RADAR speed measurement and speed enforcement.
- Acquire and demonstrate basic skills in preparing and presenting records and testimony relating to RADAR speed measurement and enforcement.
- Teach students in the performance of the objectives listed above.

### Methodologies

Lecture and practical exercises will be employed.

### Course Requirements

Attendance is required at all class sessions. On the first day of the course, students must obtain a score of 90% correct on a written pre-entrance test designed to test the trainee's knowledge at the "operator" level. Students must also demonstrate 100% competence in the setup, test for accuracy and operation of a RADAR instrument

currently in use and approved in North Carolina, as well as, demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form. There is a 1½ hour time limit (max.) on the motor-skills test. Failure to pass the written or motor-skill pre-entrance tests will automatically result in the trainee's dismissal from the course. Performance of 100% proficiency is required in all motor-skill testing areas.

### Special Concerns

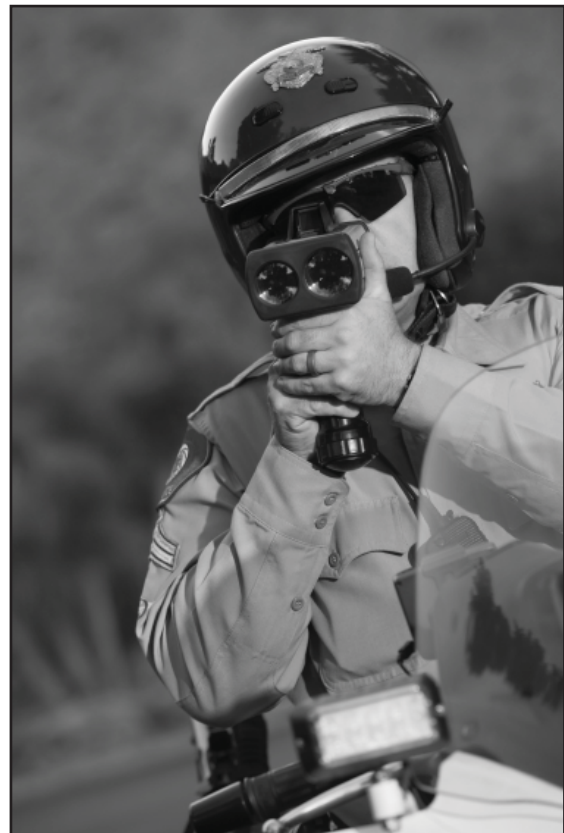
Students must provide, for testing and practical exercises, a vehicle equipped with a RADAR instrument that has dual antenna and same direction. Class will begin at 8:00 a.m.

### Course Coordinator

Dan Worley

### Length of Course

Ten days (78 hours)



# Instructor Development



## Rapid Deployment Instructor Training

### Who Should Attend

Departmental/Agency instructors who have a background in conducting practical exercises in officer safety/survival training and/or SWAT tactics. Current General Instructor Certification and a valid CPR card are required. **Copies of each must be submitted with registration.**

### Course Goal

The actual incidence and perceived fear of epic school and public venue violence is escalating across the country. North Carolina is not immune to this threat. This train-the-trainer course is designed to prepare agency instructors to deliver a program geared to patrol officers that will enable them to tactically and effectively stop the killing of innocent parties in an active shooter incident. The rapid deployment model being taught has direct application to other high-threat situations in public areas as well.

### Course Objectives

The student will be able to:

- Demonstrate the ability to effectively respond to an active shooter utilizing the proper safety techniques and tactical procedures presented during class.
- Using a pre-designed practical skills check-off sheet, demonstrate the ability to provide both positive and negative feedback concerning student performance and ability in the above listed techniques and procedures.

- Design, implement and evaluate safe rapid deployment exercise scenarios determining role players, functional facilities, ammunition, and weapons.
- Decipher the legal and philosophical issues concerning the rapid deployment model presented in class.
- Given the course materials, plan, coordinate, and successfully deliver the Rapid Deployment training course materials to BLET and/or in-service training personnel.

### Methodologies

This course employs lecture, discussion, demonstration and practical exercises.

### Course Requirements

Attendance is required at all class sessions. Students must obtain a score of 80% on a written examination and successfully demonstrate proficiency during the practical exercise and feedback sessions. The first day has a night session working in the computer lab. The second day involves an evening session for a practical exercise session in a public school setting. Students must bring duty equipment which includes weapon, handcuffs, flashlight, ballistic vest, whistle, and clipboard. No live ammo will be introduced into the training environment. Bring civilian clothes for scenarios.

### Course Coordinator

Rodney Harris

### Length of Course

Three days (24 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# DATES

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# Instructor Development

## Specialized Driver Instructor Prequalification

### Who Should Attend

Successful completion of this course is required for all instructors planning to attend **Specialized Driver Instructor Training**. The testing required within this course replaces the testing which, in the past, has been done on the first day of the **Specialized Driver Instructor Training**. Therefore, this course is an extension of **Specialized Driver Instructor Training**. In order to enroll in the prequalification course, instructors must meet and submit all prerequisite paperwork as required to attend **Specialized Driver Instructor Training**.

Instructors who will instruct driving in **Basic Law Enforcement Training (BLET)**. Prior to entering the **Specialized Driver Instructor** course, each applicant shall:

- (1) have completed the criminal justice general instructor training course and be currently certified as a General Instructor or Probationary General Instructor by the Commission;
- (2) present a written endorsement by either
  - (A) a certified school director indicating the student will be utilized to instruct driving in Basic Law Enforcement Training Courses; or
  - (B) a department head, certified school director, or in-service training coordinator, indicating the student will be utilized to instruct driver training in the "Law Enforcement Officer's Annual In-Service Training Program"; and
- (3) possess a valid operator driver's license;
- (4) maintain a safe driving record where no more than four points have been assigned against the driving record within the past three years; a driving history must be submitted on the student to establish meeting this requirement - a DCI printout cannot be accepted.

Students must present a driver history statement from the State Division of Motor Vehicles **dated within 120 days of the beginning date of the course/prequal**.

### Course Goal

To ensure that instructors attending **Specialized Driver Instructor Training** are prequalified.

### Course Requirements

The student will be required to demonstrate proficiency in driving the seven **Basic Law Enforcement Training**

(**BLET**) driving course exercises attaining a minimum score of 85% on two out of three attempts on the Off-set Land Maneuver, Serpentine and Precision Exercises during daylight; 85% on two out of three attempts on the Precision Exercise during nighttime; 85% on two five-minute attempts on the Emergency Response and Pursuit Exercises, one daytime, one nighttime, a passing score on two out of three attempts on all phases of the Fixed Radius Curve and Evasive Action Exercises.

### Special Concerns

Day and night driving will be required. Comfortable and practical clothing for outside training (including rain-protective clothing) is needed. Short pants are not allowed. A law enforcement vehicle in good mechanical condition of the type that will be utilized in instructing the **Basic Law Enforcement Training (BLET)** driving course is also necessary. Vehicle must have a blue light and siren. Students should remove all "unsecured" equipment from their vehicle prior to course attendance. **It is recommended that each student practice driving on the BLET driving courses prior to attending.** The Academy driving pad will be available for practice prior to the course start date, but there are restrictions that apply. Questions should be forwarded to the course coordinator.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification. **Scores achieved during prequalification are valid for only 12 months.**

Once a student successfully completes an instructor prequalification session, the student will be given one calendar year to attend (and only one attempt to successfully complete) the specialized instructor training course offering in which the prequalification applies. If the student fails to meet this standard, the student must re-enroll and successfully complete another instructor prequalification session in its entirety prior to being eligible to attend a subsequent specialized instructor training course.

### Course Coordinator

Dan Worley

### Length of Course

One day (0 hours)

# Instructor Development



## Specialized Driver Instructor Training

TEICP Accredited Course

**SPECIAL NOTE:** In order to attend this course, applicants must first successfully complete a prequalification session.

### Who Should Attend

Instructors who will instruct driving in **Basic Law Enforcement Training (BLET)**. Prior to entering the **Specialized Driver Instructor** course, each applicant shall:

- (1) have completed the criminal justice general instructor training course and be currently certified as a General Instructor or Probationary General Instructor by the Commission;
- (2) **present a written endorsement by either**
  - (A) a certified school director indicating the student will be utilized to instruct driving in **Basic Law Enforcement Training Courses**; or
  - (B) a department head, certified school director, or in-service training coordinator, indicating the student will be utilized to instruct driver training in the “**Law Enforcement Officer’s Annual In-Service Training Program**”; and
- (3) possess a valid operator driver’s license;
- (4) maintain a safe driving record where no more than four points have been assigned against the driving record within the past three years; a driving history must be submitted on the student to establish meeting this requirement - a DCI printout cannot be accepted.

Students must present a driver history statement from the State Division of Motor Vehicles dated within 120 days of the beginning date of the course/prerequisite.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the CJSD once they complete our Specialized course and apply for certification.

### Course Goal

To provide the knowledge and skills necessary to instruct driving in **Basic Law Enforcement Training (BLET)**.

### Course Objectives

The student will be able to:

- Conduct a before-operation inspection of a vehicle.
- Negotiate a motor vehicle through seven mandated BLET driving courses.
- Set-up, supervise and score students on the seven mandated BLET courses, which are: Serpentine, Fixed Radius Curve, Precision, Off-set Lane Maneuver, Evasive Action, Emergency Response and Pursuit.
- Identify major engine and automobile components.
- Recognize and identify common mechanical problems.

### Methodologies

This course employs lecture, discussion, practical exercises and practice teaching.

### Course Requirements

Attendance is required at all class sessions. Students must demonstrate the ability to construct the seven **Basic Law Enforcement Training (BLET)** driving course exercises using traffic cones and measuring tapes.

### Special Concerns

**It is recommended that each student practice driving on the BLET driving courses prior to coming.** There will be several night sessions. Comfortable and practical clothing for outside training (including rain-protective clothing) is needed. Short pants are not allowed. A law enforcement vehicle in good mechanical condition of the type that will be utilized in instructing the **Basic Law Enforcement Training (BLET)** driving course is also necessary. Vehicle must have a blue light and siren. Students should remove all “unsecured” equipment from their vehicle prior to course attendance.

### Course Coordinator

Dan Worley

### Length of Course

Ten days (88 hours)

### DATES

Upon completion of required prequalification, the student will be placed in the next available specialized course and notified accordingly.

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



# Instructor Development

## Specialized Explosives and Hazardous Materials Instructor Training

### Who Should Attend

Officers designated to become Explosives and Hazardous Materials instructors for their agency. Individuals must possess current criminal justice instructor certification and receive a recommendation from a certified school director or agency head.

### Course Goal

To provide the knowledge and skills necessary to instruct the BLET Explosives and Hazardous Materials Emergencies, DOCC Fire Emergencies and In-Service training blocks.

### Course Objectives

The student will be able to:

- Demonstrate the specialized competencies necessary to instruct in the area of explosives and hazardous materials emergencies.
- Demonstrate competencies as an Operations Level responder per NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2008 Edition).
- Demonstrate knowledge of the history, designs, and definition of Improvised Explosive Devices (IEDs) and their potential targets.
- Identify types and components of IEDs.
- Identify different varieties of packaged-type IEDs and secondary devices.
- Identify the goals, reasons and means of suicide/homicide bombers.
- Identify the several varieties of IEDs (VBIEDs) and warning signs of possible VBIEDs.
- Identify how each type of IED can be radio controlled, how to recognize a radio-controlled IED (RCIED), and what to do when encountering a RCIED.
- Identify what actions need to be taken, how to respond to secondary devices, along with escape routes and communications.

### Methodologies

Lecture, conference, demonstration and practical exercises will be employed.

### Course Requirements

Attendance is required at all class sessions. Prior to registering for the course, students must include in their registration packet; a current General Criminal Justice Instructor Certification issued by the North Carolina Criminal Justice Education and Training Standards Commission or preapproved acceptable alternative listed

in the North Carolina Administrative Code; a copy of the agency's fit test for the students issued Air-Purifying Respirator; the original OSHA Respirator Medical Evaluation Questionnaire completed by the student and signed by an acceptable Medical Professional. At the conclusion of the course, students must attain a minimum of 75% on a Commission-administered final written examination in order to be eligible for certification as a specialized instructor by the Commission.

### Special Concerns

**PRIOR TO CLASS, students must purchase the text *Hazardous Materials for First Responders 4th Edition*. It is available from the NCJA bookstore or International Fire Service Training Association (IFSTA). TEXT BOOKS ARE NOT AVAILABLE FOR PURCHASE ON THE FIRST DAY OF CLASS. If a student arrives without the required book, they will not be allowed to attend the course.**

Students must provide, for testing and practical exercises, an Air-Purifying Respirator with training cartridge issued by the student's agency. Prior to the beginning of the course, the student MUST provide a copy of the agency's fit test for the issued Air-Purifying Respirator. The student MUST complete the OSHA Respirator Medical Evaluation Questionnaire and have it evaluated and signed by an appropriate medical professional. Upon completion of this form by the student and medical professional, the ORIGINAL must be mailed to the Course Coordinator, along with all other required documents, at the address below.

### THE FOLLOWING DOCUMENTS MUST BE RECEIVED BEFORE THE STUDENT CAN BE ENROLLED:

- Completed NCJA written endorsement to attend Specialized Instructor or SMI Training form.
- Copy of General Criminal Justice Instructor Certification or Approved Alternative.
- Copy of the fit test by their agency for the student's Air-Purifying Respirator.
- **ORIGINAL COMPLETED** OSHA Respirator Medical Evaluation Questionnaire signed by an appropriate Medical Professional.

ATTN: Amit Sujanani  
North Carolina Justice Academy  
3971 Chimney Rock Rd., PO Box 600  
Edneyville, NC 28727

### Course Coordinator

Floyd Yoder

### Length of Course

Nine days (74 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.

# Instructor Development



## Specialized Firearms Instructor Prequalification

### Who Should Attend

Successful completion of this course is required for all instructors planning to attend **Specialized Firearms Instructor Training**. The testing required with this course replaces the testing which, in the past, has been done on the first day of the **Specialized Firearms Instructor Training** course. Therefore, this course is an extension of Specialized Firearms Instructor Training. In order to enroll in this prequalification course, instructors must meet and submit all prerequisite paperwork as required to attend **Specialized Firearms Instructor Training**. Instructors must submit a copy of the student's instructor certification (valid through the course date) from the NC Criminal Justice Education and Training and Standards Division.

### Course Goal

To ensure that instructors attending **Specialized Firearms Instructor Training** are prequalified.

### Course Requirements

The student will be required to fire the handgun BLET qualification course, day and night, and attempt to qualify with at least a score of 92% with their duty handgun, two out of three attempts.

### Special Concerns

Students should bring comfortable and practical clothing for outside training and bring rain protection. The student should also bring their duty handgun with duty holster and ancillary equipment and 300 rounds of duty/ballistic equivalent pistol ammunition. Also, bring eye and ear protection and a billed cap. **Nylon holsters (unless uniform duty holsters) and tactical holsters are unacceptable. Individuals employed by an agency with a Uniform Patrol Division MUST have a uniform belt and holster (i.e., Sam Brown belt, security holster, etc.) regardless of their current duty assignment. Duty weapons MUST be the department-issued weapon. NO PERSONAL WEAPONS.**

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

Once a student successfully completes an instructor prequalification session, the student will be given one calendar year to attend (and only one attempt to successfully complete) the specialized instructor training course offering in which the prequalification applies. If the student fails to meet this standard, the student must re-enroll and successfully complete another instructor prequalification session in its entirety prior to being eligible to attend a subsequent specialized instructor training course.

### Course Coordinator

Chad Thompson

### Length of Course

One day (0 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**



# D ATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Instructor Development

## Specialized Firearms Instructor Training

**SPECIAL NOTE:** In order to attend this course, applicants must first successfully complete a prequalification session.

### Who Should Attend

Instructors who have received a recommendation from a certified school director/In-Service Training Coordinator and will be instructing firearms in **Basic Law Enforcement Training (BLET)** and instructors who are recommended by their agency head as instructing in-service firearms training and requalification as established by the NC Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission.

### Course Goal

To provide the knowledge and skills necessary to instruct firearms in **Basic Law Enforcement Training (BLET)** or to instruct in-service firearms training and requalification.

### Course Objectives

The student will be able to:

- Conduct firearms qualification on Commission-approved courses of fire.
- Design and administer combat shooting courses.
- Train officers in the nomenclature, fundamentals of shooting, maintenance and cleaning and inspection of the handgun, shotgun and rifle.
- Supervise a range with a maximum of efficiency and safety.
- Render initial first-aid for medical emergencies on the range.

### Methodologies

This course employs lecture, discussion, practical exercises and practice teaching.

### Course Requirements

Individuals must have successfully completed the **Instructor Training** course prior to entering **Specialized Firearms Instructor Training**. This document must be submitted with the course registration. Attendance is required at all class sessions. Students must demonstrate the ability to operate a range safely and conduct the course of fire for all **Basic Law Enforcement Training**

(**BLET**) approved courses of fire. Students must attain a minimum score of 75% on the Commission-administered written final examination.

### Special Concerns

Students should bring comfortable and practical clothing for outside training and rain protection. Duty handgun, duty shotgun or rifle, duty type revolver with holster (if available) and uniform holster and belt with magazine carriers, etc., are required.

**Ammunition should include:** 1500 rounds of duty/ ballistic equivalent ammunition for the duty handgun, 50 slugs, 50 rounds .00 buckshot, 100 rounds birdshot, 200 rounds of 5.56 ammo **regardless** of whether you bring a shotgun or rifle. Other necessary equipment includes: duty flashlight, whistle, stopwatch, handgun cleaning equipment, ear protection, eye protection, billed hat or cap and clipboard. Students will be required to work on the range a minimum of two nights.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

### Course Coordinator

Chad Thompson

### Length of Course

Ten days (81 hours)

### DATES

Upon completion of required prequalification, the student will be placed in the next available specialized course and notified accordingly.

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

# Instructor Development



## Specialized Physical Fitness Instructor Prequalification

### Who Should Attend

Successful completion of this course is required for all instructors planning to attend **Specialized Physical Fitness Instructor Training**. The testing required within this course replaces the testing which, in the past, has been done on the first day of the **Specialized Physical Fitness Instructor Training** course. Therefore, this course is an extension of **Specialized Physical Fitness Instructor Training**. In order to enroll in this prequalification course, instructors must meet and submit all prerequisite paperwork as required to attend **Specialized Physical Fitness Instructor Training**. Instructors must submit the endorsement form with the proper signature, a copy of the student's instructor certification (valid through the course date) from the NC Criminal Justice Education Training and Standards Division, and a PT medical form dated within a year of the class date.

### Course Goal

To ensure that instructors attending **Specialized Physical Fitness Instructor Training** are prequalified.

### Course Requirements

The student will be required to complete the Police Officer Physical Abilities Test (POPAT) in six minutes or less ( $\leq 6:00$ ) for Scenario #1 and three minutes or less ( $\leq 3:00$ ) for Scenario #2. Students will be given a minimum of a

ten minute rest period between. Additionally, a physical assessment will be administered, and students must be able to meet 60th percentile overall for their age and gender.

### Special Concerns

Students must bring athletic clothes, good running shoes, extra towels and their duty issued ballistic vest.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

Once a student successfully completes an instructor prequalification session, the student will be given one calendar year to attend (and only one attempt to successfully complete) the specialized instructor training course offering in which the prequalification applies. If the student fails to meet this standard, the student must re-enroll and successfully complete another instructor prequalification session in its entirety prior to being eligible to attend a subsequent specialized instructor training course.

### Course Coordinator

Jesse Kittrell

### Length of Course

One day (0 hours)



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



# Instructor Development

## Specialized Physical Fitness Instructor Training

**SPECIAL NOTE:** In order to attend this course, applicants must first successfully complete a prequalification session.

### Who Should Attend

Instructors who have received a recommendation from a certified school director and will be instructing physical fitness in **Basic Law Enforcement Training (BLET)** and **Detention Officer Certification Course (DOCC)**. Individuals must have successfully completed the general **Instructor Training** course prior to entering the **Specialized Physical Fitness Instructor Training** course or qualify for a special exception from the NC Criminal Justice Education and Training Standards Division.

### Course Goal

To provide the knowledge and skills necessary to instruct physical fitness training in **Basic Law Enforcement Training (BLET)** and **Detention Officer Certification Course (DOCC)**.

### Course Objectives

The student will be able to:

- Administer fitness tests and assess cardiovascular abilities, body composition, muscular strength, muscular endurance and flexibility.
- Prepare exercise programs for **BLET**, **DOCC**, and in-service personnel.
- Advise students of a nutritional awareness program.
- Design and administer a physical fitness program that minimizes injury, maximizes performance and reduces training liability problems.

### Methodologies

This course employs lecture, discussion, practical exercises and workout sessions.

### Course Requirements

Attendance is required at all class sessions. Students must be able to complete a daily rigorous exercise schedule, demonstrate the ability to conduct fitness assessments and profiles, and design exercise programs to complete the course.

### Special Concerns

Students must bring a calculator, athletic clothes, good running shoes, extra towels, and duty issued ballistic vest.

### According to NC Administrative Code 12 NCAC 09B .0233 SPECIALIZED PHYSICAL FITNESS

**INSTRUCTOR TRAINING:** Each applicant for specialized physical fitness training shall:

- (1) Qualify through one of the following three options:
  - (A) have completed the criminal justice general instructor training course; or
  - (B) hold a current and valid North Carolina Teacher's Certificate and hold a minimum of a baccalaureate degree in physical education and be actively teaching in physical education topics; or
  - (C) be presently instructing physical education topics in a community college, college or university and hold a minimum of a baccalaureate degree in physical education; and
- (2) present a written endorsement by a school director indicating the student will be utilized to instruct physical fitness in Basic Law Enforcement Training Courses; or present a written endorsement by a certified school director, or in-service training coordinator indicating the student will be utilized to instruct physical fitness for the "Law Enforcement Officers' In-Service Training Program"; and
- (3) present a letter from a physician stating fitness to participate in the course.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

**It is the applicant's responsibility to ensure that each of these items is on file with the NC Justice Academy. If any of the above required items is missing from the applicant's file, the applicant will NOT be enrolled in the course.**

### Course Coordinator

Jesse Kittrell

### Length of Course

Nine days (58 hours)

### DATES

Upon completion of required prequalification, the student will be placed in the next available specialized course and notified accordingly.

## DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Instructor Development



## Specialized Subject Control/ Arrest Techniques Instructor Prequalification

### Who Should Attend

Successful completion of this course is required for all instructors planning to attend **Specialized Subject Control/Arrest Techniques Instructor Training**. The testing required within this course replaces the testing which, in the past, has been done on the first day of the **Specialized Subject Control/Arrest Techniques Instructor Training**. In order to enroll in the prequalification course, instructors must meet and submit all prerequisite paperwork as required to attend **Specialized Subject Control/Arrest Instructor Training**. Instructors must submit a copy of the student's instructor certification (valid through the course date) from the NC Criminal Justice Education and Training and Standards Division, and a SC/AT medical form dated within a year of the class date.

### Course Goal

To ensure that instructors attending **Specialized Subject Control/Arrest Techniques Instructor Training** are prequalified.

### Course Requirements

The student will be required to demonstrate proficiency in the techniques in the **Basic Law Enforcement Training (BLET) Subject Control/Arrest Techniques** and the **Detention Officer Certification (DOCC) Subject Control Techniques** lesson plans. Additionally, a physical assessment will be administered, and students must be able to meet 60th percentile overall for their age and gender.

### Special Concerns

Comfortable and practical clothing, tennis or aerobic shoes and gym apparel for physical training are necessary. Students should also bring handcuffs and duty belt with standard attachment equipment to include expandable baton (NO WEAPONS, NO AEROSOL CHEMICAL SPRAYS). Physical training will be conducted at specified times and participation is mandatory.

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend.

Students will have to submit the CPR card to the Criminal Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

Once a student successfully completes an instructor prequalification session, the student will be given one calendar year to attend (and only one attempt to successfully complete) the specialized instructor training course offering in which the prequalification applies. If the student fails to meet this standard, the student must re-enroll and successfully complete another instructor prequalification session in its entirety prior to being eligible to attend a subsequent specialized instructor training course.

### Course Coordinator

Jesse Kittrell

### Length of Course

One day (0 hours)



# D ATES

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# Instructor Development

## Specialized Subject Control/ Arrest Techniques Instructor Training

**SPECIAL NOTE:** In order to attend this course, applicants must first successfully complete a prequalification session.

### Who Should Attend

Instructors who have received a recommendation from a certified school director and will be instructing Subject Control/Arrest Techniques in **Basic Law Enforcement Training (BLET)** and Subject Control Techniques in the **Detention Officer Certification Course (DOCC)**. Individuals must have successfully completed the general **Instructor Training** course.

### Course Goal

To provide the knowledge and skills necessary to instruct Subject Control/Arrest Techniques in **Basic Law Enforcement Training (BLET)** and Subject Control Techniques in **Detention Officer Certification (DOCC)**.

### Course Objectives

The student will be able to:

- Explain common injuries that may occur during subject control/arrest techniques training and the basic steps of first-aid treatment for these injuries.
- Explain the importance of being physically fit and demonstrate the ability to maintain a regular exercise program.
- Explain the necessity of safety guidelines and demonstrate safety methods relative to subject control/arrest techniques instruction.
- Demonstrate the ability to successfully teach students the mandated subject control/arrest techniques curriculum and when these methods should be appropriately applied.
- Explain and demonstrate various equipment and methods which will enhance the student's realistic practical training.

### Methodologies

This course employs lecture, discussion, practical exercises and practice teaching.

### Course Requirements

Attendance is required at all class sessions. Students must demonstrate the ability to teach all techniques

utilized in the **BLET Subject Control/Arrest Techniques** lesson plan.

Students must successfully complete a practical skills evaluation of the subject control/arrest techniques methods.

### Special Concerns

Comfortable and practical clothing, tennis or aerobic shoes, and gym apparel for physical training are necessary. Students should also bring handcuffs and duty belt with standard attached equipment to include expandable baton (NO WEAPONS, NO AEROSOL CHEMICAL SPRAYS). Physical training will be conducted at specified times and participation is mandatory.

### According to NC Administrative Code 12 NCAC 09B .0232 SPECIALIZED SUBJECT CONTROL ARREST TECHNIQUES INSTRUCTOR TRAINING:

Each applicant for specialized subject control/arrest techniques instructor training shall:

- (1) have completed the criminal justice general instructor training course;
- (2) present a letter from a licensed physician stating the applicant's physical fitness to participate in the course;
- (3) present a written endorsement by a certified school director indicating the student will be utilized to instruct subject control arrest techniques in Basic Law Enforcement Training Courses; or

(CONTINUED ON NEXT PAGE.)



# Instructor Development



## Specialized Subject Control/ Arrest Techniques Instructor Training

(CONTINUED FROM PAGE 32.)

- (4) present a written endorsement by a department head, certified school director, or in-service training coordinator indicating the student will be utilized to instruct Subject Control Arrest Techniques for the "Law Enforcement Officers' In-Service Training Program."

**NOTE:** Effective February 2013: Students applying for our Specialized Instructor Training courses no longer have to submit a CPR card in order to enroll or attend. Students will have to submit the CPR card to the Criminal

Justice Education and Training Standards Division once they complete our Specialized course and apply for certification.

*It is the applicant's responsibility to ensure that each of these items is on file with the NC Justice Academy. If any of the above required items is missing from the applicant's file, the applicant will NOT be enrolled in the course.*

**Course Coordinator**  
Jesse Kittrell

**Length of Course**  
Ten days (75 hours)

### DATES

Upon completion of required prequalification, the student will be placed in the next available specialized course and notified accordingly.

## Time-Distance Instructor Recertification

**TEICP Accredited Course**

### Who Should Attend

Instructors seeking recertification under NCAC 9B.0219. Individuals must have successfully completed the **RADAR Instructor Recertification** course prior to entering **Time-Distance Instructor Recertification**.

### Course Goal

To maintain and enhance the skills necessary to instruct the time-distance speed measurement instrument programs.

### Course Objectives

The student will be able to:

- Demonstrate basic skills in calibrating and operating specific time-distance instruments.
- Identify specific time-distance instruments and techniques used by the trainee's agency and describe their major components, features, and functions.
- Identify laws, court rulings, regulations, policies, and procedures affecting time-distance speed measurement and speed enforcement.

- Demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form.
- Demonstrate 100% competence on 25 basic configuration clocks in accordance with criteria specified on a standardized performance evaluation form.
- Teach students in the performance of the objectives listed above.

### Methodologies

This course employs lecture and practical application.

### Course Requirements

Attendance is required at all class sessions. Performance of 100% proficiency is required in motor-skills testing. Upon course completion, students must attain a minimum of 75% on a Commission-administered written examination prior to being recertified as a Time-Distance Instructor. There will be an assortment of motor-skills testing throughout the training course which the student must successfully complete before graduation from the training is permitted.

### Special Concerns

Students must bring a time-distance instrument and vehicle for use during testing and certification.

**Course Coordinator**  
Dan Worley

**Length of Course**  
One day (minimum of 6 hours)

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# Instructor Development

## Time-Distance Instructor Training

TEICP Accredited Course

### Who Should Attend

Officers designated to become time-distance instructors for their departments. Individuals must possess criminal justice instructor certification, receive a recommendation from a certified school director or agency head, possess a current and valid time-distance operator certification, and document successful completion of ***RADAR Instructor Training***.

### Course Goal

To provide the knowledge and skills necessary to instruct the ***Time-Distance Operator Training*** course.

### Course Objectives

The student will be able to:

- Describe the association between excessive speed and accident, deaths, and injuries, and describe the safety benefits of effective speed regulation.
- Describe the basic principles of time distance speed measurements.
- Acquire and demonstrate basic skills in calibrating and operating specific time distance instruments.
- Identify specific time-distance instruments and techniques used by the trainee's agency and describe their major components, features, and functions.
- Identify laws, court rulings, regulations, policies, and procedures affecting time distance speed measurement and speed enforcement.
- Acquire and demonstrate basic skills in preparing and presenting records and testimony relating to time-distance speed measurement and speed enforcement.
- Demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form.
- Demonstrate one-hundred percent (100%) competence on 25 basic configuration clocks in accordance with criteria specified on a standardized performance evaluation form.
- Teach students in the performance of the objectives listed above.

### Methodologies

Lecture and practical exercises will be employed.

### Course Requirements

Attendance is required at all class sessions. On the first day of the course, students must obtain a score of 90% correct on a written pre-entrance test designed to test the trainee's knowledge at the "operator" level. Students must also demonstrate 100% competence of 25 basic configuration clocks in accordance with criteria specified on a standardized performance evaluation form. Failure to pass the written or motor-skill pre-entrance tests will automatically result in the trainee's dismissal from the course. Performance of 100% proficiency is required in all motor-skill testing areas.

### Special Concerns

Students must provide, for testing and practical exercises, a vehicle equipped with a time-distance instrument. Class begins at 8:00 a.m. each day.

### Course Coordinator

Dan Worley

### Length of Course

Five days (38 hours)



# Investigation



## Advanced Child Death Investigation

CICP Accredited Course

### Who Should Attend

Sworn personnel from law enforcement agencies and prosecutors who are involved in the investigation and prosecution of child fatalities.

### Course Goal

To offer students the knowledge necessary to pursue appropriate charges on child death cases.

### Course Objectives

Students will be able to:

- Develop a complete understanding of statutes as they pertain to child abuse and neglect, from misdemeanors through first degree/felony murder.

- Enhance their ability to develop arguments for which charges to file.
- Develop a complete understanding of how the statutes apply through intensive case analysis.

### Methodologies

The student will review and understand investigative techniques in nationally recognized major cases.

### Course Requirements

Attendance is required at all class sessions. **Child Death Investigation** is a prerequisite for attendance at the discretion of the course coordinator.

### Course Coordinators

Russell Strickland  
Doug Robinson

### Course Instructor

Lisa Mayhew

### Length of Course

One day (8 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

## Background Investigations

CICP Accredited Course

### Who Should Attend

Those assigned and responsible to conduct pre-employment background investigations of new employees.

### Course Goal

To provide law enforcement professionals responsible for conducting background investigations the information needed to successfully perform the investigation.

### Course Objectives

At the end of this block of instruction, the student will be able to achieve the following objectives in accordance with information received during the instructional period when conducting an applicant investigation:

- Discuss and define ethics to understand its importance within and throughout the background investigation process.
- Increase general awareness of legal issues pertaining to employment background investigations and avoid violating employment related laws.
- Provide law enforcement professionals responsible for conducting background investigations with a process

for conducting interviews related to the background investigation of an applicant seeking employment with a law enforcement agency.

- Familiarize law enforcement professionals responsible for conducting background investigations with information that can be used to conduct investigations on job applicants.
- Provide law enforcement professionals responsible for conducting background investigations the requirements of the related Training and Standards Commission regarding the application process, minimum standards and background requirements for employment as a sworn officer in a law enforcement agency.

### Methodologies

This course employs lecture and class discussion.

### Course Requirement

Attendance is required at all class sessions.

### Course Coordinator

Edward T. Anderson

### Length of Course

3 days (20 hours)

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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## Investigation

### Basic Hostage and Crisis Negotiations Course

**CICP Accredited Course**

#### Who Should Attend

Officers assigned to a negotiation team, or who may otherwise be put into a hostage/crisis negotiator role.

#### Course Goal

The **Basic Hostage and Crisis Negotiations Course** is presented in a five day format consisting of both lecture and scenario based training. This course is designed for the new negotiator or any negotiator wanting to brush up on their crisis intervention skills. An emphasis will be placed on theory application of accepted practices through practice, role-play and scenario based training. Upon successful completion of this course the students will leave with the fundamental skill sets of crisis and hostage negotiation techniques.

#### Course Objectives

At the end of this course, the student will be able to:

- List ten high risk negotiation indicators.

- Discuss effective methods in Crisis and Suicide Intervention.
- Identify the steps necessary within "The Negotiation Process."
- Be able to list and apply Active Listening Techniques.
- State advantages of the passage of time.
- Demonstrate the fundamentals of crisis negotiations through table top discussions and scenarios.

#### Methodologies

To maximize time and retention of knowledge this course will utilize lectures, discussions, demonstrations, table top exercises and scenario based training.

#### Registration

You must register for the class by both signing up for the course and by supplying a letter of support from your supervisor. Preference will be given to officers with three or more years' experience as a sworn officer.

#### Course Coordinator

TBA

#### Length of Course

Five days (40 Hours)

### Basic Narcotics Investigation

**CICP Accredited Course**

#### Who Should Attend

An investigator beginning a career as a narcotics/ VICE investigator or any officer pursuing a career as narcotics/VICE investigator. This course is for sworn law enforcement officers only.

#### Course Goal

This 32-hour course combines both lecture and practical exercises. The course is broken up into six main categories: Informants, Asset Forfeiture, Undercover, Intelligence, Evidence and Operational Planning. The student will have class discussion and lecture on each subject as well as daily practical exercises that will allow the officer to gain hands on experience.

#### Course Objectives

At the end of this block of instruction, the student will be able to:

- Properly handle confidential informants.
- Correctly conduct surveillance.
- Properly handle and package evidence.
- Confidently conduct undercover operations.
- Understand at a basic level asset forfeiture.
- Effectively coordinate an operational plan.

#### Methodologies

This course employs lecture, class discussion, and practical exercises.

#### Course Requirements

Attendance is required at all class sessions. A written examination will be given at the conclusion of training, and participants must obtain a minimum score of 70% to successfully complete the course. Course will begin at 8:00 am each morning unless modified by the instructor.

(CONTINUED ON NEXT PAGE.)

# Investigation



## Basic Narcotics Investigation

**CICP Accredited Course**

(CONTINUED FROM PAGE 36.)

### Special Concerns

This program is hosted by the NC Justice Academy. The course will focus around basic narcotics investigations, dealing with informants and asset forfeiture. Students are requested to bring an unmarked vehicle, binoculars, civilian clothes and some type of camera for practical exercises. If you are serious about becoming an aggressive, proactive, productive narcotics investigator, this class will prove both challenging and rewarding to you.

**Course Coordinator**  
Russell Strickland

**Course Instructor**  
Jason Reid

**Length of Course**  
Four days (32 Hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

## Chemical Processing and Advanced Photography

**CICP Accredited Course**

### Who Should Attend

Individuals assigned to Crime Scene Investigation Units, criminal investigators, and those new to investigations.

### Course Goal

To provide the crime scene technician with basic chemical processing techniques to better locate, collect, preserve and document evidence found at crime scenes, as well as, provide training in advanced photographic techniques to record the processed evidence for documentation, comparison and evidentiary purposes.

### Course Objectives

At the end of this block of instruction, the student will be able to:

- Identify the concepts of chemical development in fingerprint location and development.
- Establish evidentiary potential of hidden evidence at crime scenes.
- Locate and properly document hidden evidence utilizing chemical processing techniques.
- Demonstrate evidence documentation and collection procedures as it relates to chemical processing and photography.

- Demonstrate appropriate photographic techniques for recovery of luminescent fingerprint patterns found at crime scenes.
- Develop latent and biological evidence utilizing a variety of chemical techniques and varying media substance.

### Methodologies

This course employs lecture, conference, case examinations and an analytical exercise.

### Course Requirements

Attendance is required at all class sessions. A minimum score of 70% must be achieved on the written final exam.

### Special Concerns

This course employs the use of chemicals, and students are encouraged to bring any respiratory protective devices they currently use, as well as, any forensic light source that they and their agency currently employ. Students are requested to bring their department-issued digital SLR format camera, tripod and off-camera flash for photography exercises. In addition, students are encouraged to bring a flashlight and alternate light/forensic light source that they currently employ.

**Course Coordinator**  
Michael S. Glenn

**Length of Course**  
Five days (40 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Investigation

## Child Death Investigation

**CICP Accredited Course**

### Who Should Attend

Law enforcement officers, investigators, attorneys, medicolegal investigators, crime scene technicians, fire/rescue and emergency management personnel, and other agency personnel involved in the response to or investigation of child deaths.

### Course Goal

To provide the participants with the knowledge and skills necessary to effectively participate in and/or conduct a thorough child death investigation to include: causes of death, collaborative working relationships, and scene investigations.

### Course Objectives

The student will be able to:

- Classify the different causes of death for children and identify the extent of investigation warranted for each.

- Identify and interpret injuries in child abuse homicides.
- Identify agencies involved in investigating child deaths and their respective roles.
- Explain the process for conducting a complete scene investigation for a child death.

### Methodologies

This course employs lectures, case examinations, and practical exercises.

### Course Requirement

Attendance is required at all class sessions.

### Course Coordinators

Russell Strickland  
Doug Robinson

### Course Instructor

Lisa Mayhew

### Length of Course

Two days (16 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

## Crime Scene Investigation

**CICP Accredited Course**

### Who Should Attend

Patrol officers, investigators and other persons responsible for crime scene processing, evidence collection and evidence submission.

### Course Goal

To provide the knowledge and skills necessary to process crime scenes for physical evidence. This will include the basic procedures necessary for the protection of the crime scene, location of physical evidence, collection of the evidence and submission of the evidence to the crime laboratory.

### Course Objectives

The student will be able to:

- Secure and protect the crime scene.
- Document a crime scene through sketching and photography.
- Collect, package and transmit various types of physical evidence to the crime laboratory.

### Methodologies

This course employs lecture/discussion and extensive practical exercises.

### Course Requirements

Attendance of 100% is required at all class sessions.

Students are required to participate in all practical exercises. A minimum score of 75% must be achieved on the written final exam.

### Special Concerns

Bring comfortable clothing for both inside and outside activities. Class will begin at 8:00 a.m. unless otherwise directed by the instructor. Students are requested to bring their department-issued digital SLR format camera, tripod and off-camera flash for photography exercises. In addition, students are encouraged to bring a flashlight and alternate light/forensic light source that they currently employ.

### Course Coordinator

Michael S. Glenn

### Length of Course

Ten days (80 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

# Investigation



## Criminal Investigation: Interviews and Interrogations

**NEW!**

**CICP Accredited Course**

### Who Should Attend

Law Enforcement Officers and associated staff involved in criminal investigations.

### Course Goal

This basic course is designed for law enforcement officers assigned to the investigations section of their agency or for those tasked with the responsibility of conducting criminal investigations, interviews and interrogations.

### Course Objectives

The student will be able to:

- Identify the difference between an interview and an interrogation.
- Identify the legal aspects and rights to consider when conducting an interview or interrogation for both adults and juveniles.
- Differentiate between adult and juvenile guidelines for interview and interrogation.
- Define key terms associated with interview and interrogation.

- List the types of people who might be interviewed.
- Describe strategies for interviews and interrogations.
- Identify the factors that make an interrogation successful from pre to post interview or interrogation.
- Explain the five stress responses.
- During a practical exercise(s) or case study(ies), demonstrate an interview and an interrogation technique.
- Simulate interviews of rape victims, child witnesses, and child victims.

### Methodologies

This course will employ lecture, class discussions, practical exercises, and case studies and analysis of both U.S domestic and foreign-based interview and interrogations. The course will incorporate use of video clips and PowerPoint slides.

### Course Requirements

Attendance is required at all sessions and participation in all practical exercises. Students must achieve a minimum score of 70% on a written test which will be given at the conclusion of the course.

### Course Coordinator

Edward T. Anderson

### Length of Course

Five days (40 hours)



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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## Investigation

### Domestic Violence Institute

**NEW!**

#### Who Should Attend

Law enforcement officers responding to or conducting follow up of domestic violence incidents.

#### Course Goal

To provide the knowledge and skills necessary to effectively respond to and investigate domestic violence incidents and provide trauma-informed response to victims.

#### Course Objectives

The student will be able to:

- Understand the dynamics of domestic violence and how it impacts the victim and law enforcement response.
- Define trauma and explain the impact of trauma on domestic violence and how it effects law enforcement response.
- Demonstrate how to conduct an effective, trauma-informed, domestic violence investigation.
- Provide the basis for an evidence-based prosecution when a victim is unavailable.
- List several legal tools law enforcement officers can utilize to increase holding domestic violence offenders accountable.

- Recognize various aspects of cultural awareness and biases present that may affect the officer's response to a victim.
- Discuss tactics used by law enforcement officers to perpetrate domestic violence.
- Identify the use of technology for stalking victims.
- List several investigatory tools for collecting electronic evidence in domestic violence and stalking cases.
- Discuss the importance of establishing community partnerships.
- In a mock scenario setting, demonstrate the ability to effectively testify in court based on the information learned in this course.

#### Methodologies

Lecture/Practical Exercise/Demonstration/Discussion

#### Course Requirements

100% attendance, successful completion of post-testing, and demonstration of skills learned in course during practical exercises.

#### Course Coordinator

Jennifer Fisher

#### Length of Course

Five days (40 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### Forensic Analysis of Shooting Incidents

**NEW!**

**CICP Accredited Course**

#### Who Should Attend

Detectives, Crime Scene Investigators, Patrol Officers, Supervisors

#### Course Goal

To understand how to analyze the evidence related to a shooting incident.

#### Course Objectives

Topics: Scene Reconstruction, Firearm Parts, Ballistics, Wounds, Bullet Holes, Ricochets, Chemical Field Testing, Impact Angle, Trajectory, Bullet Wipe, Stippling,

Shooter Zones, Distance Determination, Serial Number Restoration, Death Scene Observations, and Report Writing.

#### Methodologies

Lecture, Demonstration, Practical Exercises

#### Course Requirements

Attendance of 100% is required at all class sessions. Students are required to participate in all practical exercises. A minimum score of 75% must be achieved on the written final exam.

#### Special Concerns

Bring photographs of shooting incidents and gunshot injuries for further analysis and report writing.

#### Course Coordinator

Casson Reynolds

#### Length of Course

5 days (40 hours)

# Investigation



## Full Spectrum Photography Workshop by FUJIFILM **NEW!**

**CICP Accredited Course**

### Who Should Attend

Detectives, Crime Scene Investigators, Patrol Officers, Supervisors

### Course Objectives

Topics Covered: Fuji XT-1 IR Overview, Intro to UVIR Photography, Lighting and filter basics, Latent fingerprints, GSR, Blood and body fluids, Forgery, Bite mark/Bruising, and Advanced software techniques.

### Methodologies

Lecture and Practical Exercises

### Course Requirements

100% Attendance

### Course Coordinator

Casson Reynolds

### Length of Course

2 days (16 hours)

# FUJIFILM

## General Criminal Investigations

**CICP Accredited Course**

### Who Should Attend

This course is designed for law enforcement officers assigned to the investigations section of their agency or for those tasked with the responsibility of conducting felony criminal investigations.

### Course Goal

This course is intended as a foundational course that will teach the student broad yet fundamental investigative procedures. The material covered will provide the knowledge and skills necessary to conduct a thorough criminal investigation beginning with the initial law enforcement response and ending with a successful prosecution.

### Course Objectives

- Discuss the methodology of a successful criminal investigation.
- Discover theories associated with criminal cognition.
- Identify the characteristics of a successful investigator.
- List the ways in which an investigative narrative is used to determine the truth.
- Identify the preliminary investigative procedures required in any investigation.
- Discuss crime scene tasks and areas of responsibility for the lead investigator.
- Explore the proper techniques for interaction with the media.

- List considerations for when a suspect is in custody at the investigators arrival on scene.
- Discuss techniques utilized in developing investigative leads.
- Learn the proper steps in collecting a statement from a person involved in an investigation.
- Examine some of the basic steps in the interview process.
- Name several of the common actions done in the follow-up portion of an investigation.
- Identify the necessary considerations of working with informants.
- Discuss evaluating and tracing the suspect along with documenting negative evidence.
- List valuable investigative resources.
- Discover the proper techniques used in case file preparation and report writing.
- Examine data collected from a survey submitted by District Attorneys from across the state.
- Discuss concerns associated with trial preparation and testifying in court.

### Methodologies

This course employs lecture, discussion, practical exercises and demonstrations.

### Course Requirements

Attendance is required at all sessions. Students must achieve a minimum score of 70% on a written test which will be given at the conclusion of the course.

### Course Coordinator

Russell Strickland

### Length of Course

Five Days (40 Hours)

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Investigation

## Introduction to Financial Crimes

**CICP Accredited Course**

### Who Should Attend

Investigators and other law enforcement officers who conduct investigations related to financial impropriety.

### Course Goal

To provide students with the basic knowledge and ability to identify and utilize the tools necessary to detect financial impropriety.

### Course Objectives

Students will be able to:

- Correctly identify the relevant North Carolina Criminal Statutes as they pertain to financial crime investigations.
- Identify current characteristics, profile indicators and organizational warning signs involving embezzlement, larceny, forgery, and the obtaining of property by false pretense.
- Identify current practices being utilized by terrorist organizations to illegally fund operations at the local level.

- List the five sections of the standard financial report and discuss the warning signs of possible improper/illegal activity.
- Define the seven fundamental actions used to mislead auditors through the use of questionable financial practices and the warning signs used to detect those tricks.
- Correctly identify the best practices for seizing electronic evidence.

### Methodologies

This course utilizes lecture, demonstration, case studies and practical exercises.

### Course Requirements

Attendance is required at all class sessions. Students will be required to complete the practical exercises and academic assignments given throughout the course. Outside reading assignments are required. In addition, a written test with a minimum score of 70% will be given at the conclusion of the course.

### Course Coordinator

Doug Robinson

### Length of Course

Three days (24 hours)

## Investigating Crimes in Long-Term Care Facilities: Voiceless Victims

**REVISED**

**CICP Accredited Course**

### Who Should Attend

Patrol Officers, investigators, and other law enforcement personnel.

### Course Goal

To provide law enforcement personnel with updated information, improved knowledge and communication techniques regarding unique situations and challenges which may present themselves in a long term care setting.

### Course Objectives

Students will be able to:

- Identify and distinguish between the various types of long term care facilities.
- Identify and describe in writing, the regulatory agencies that oversee long term care facilities.
- Given basic information, describe aspects of the normal aging process, and list common challenges

faced by older adults, especially related to communication and potential victimization.

- Utilize and develop additional skills and techniques learned in class to enhance their efforts of interaction or interviewing of residents in a long-term care facility.
- Understand and explain in writing the fundamental principles of law regarding personal decision-making which includes Powers of Attorney and Guardianship.
- Identify in writing the ways that law enforcement officers can obtain medical record without violation HIPAA.
- Explain the role of Adult Protective Services regarding allegations of abuse, neglect, and exploitation.
- Identify and list the elements of the crimes designed to protect the elderly and disabled.

### Methodologies

This course employs lecture, discussion, and hands-on skill practice.

### Course Requirements

Attendance is required at all class sessions. Patrol officers must bring their uniforms and investigators must bring their duty attire for final day of class.

### Course Coordinator

Carlton Joyner

### Length of Course

2 days (16 hours)

**D**ATES

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# Investigation



## Officer-Involved Domestic Violence

**CICP Accredited Course**

### Who Should Attend

Law enforcement officers, investigators, and supervisors that respond to officer-involved domestic violence.

### Course Goal

This course examines the unique dynamics and the impact that officer-involved domestic violence has on the officer and its agency. In addition, the course discusses various tactics used by perpetrators to control and manipulate their victims. Policies and procedures are also discussed to emphasize early identification of warning signs of abuse and the need for training and prevention.

### Course Objectives

Students will be able to:

- Educate officers about the dynamics of officer-involved domestic violence.

- Discuss tactics used by officers to perpetrate domestic violence.
- Discuss the impact officer-involved domestic violence has on the law enforcement agency.
- Review the International Association of Chiefs of Police model policy on domestic violence by police officers.

### Methodologies

This course will be delivered in the traditional classroom lecture/discussion method, with supplemental audio/visual materials.

### Course Requirements

Students must attend all class meetings.

### Course Coordinator

Jennifer Fisher

### Length of Course

One day (6 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## Photography Basics for Law Enforcement (Web-based) **NEW!**

**CICP Accredited Course**

### Who Should Attend

Patrol Officers, Crime Scene Investigators, Detectives, Supervisors

### Course Goal

Understand how to take a proper law enforcement photograph and have it accepted into the court system.

### Course Objectives

Topics Covered: aperture, shutter speed, ISO, the four key components of a proper law enforcement photograph, overall, midrange, and close-up photography, photography placards and scales, various environments, properly resize and share photographs through email or internet.

### Methodologies

Online and practical exercises

### Course Requirements

Pass the exam and practical exercises.

### Special Concerns

Students must have their own camera.

### Course Coordinator

Casson Reynolds

### Length of Course

One day (8 hours)



# DATES

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# Investigation

## Property and Evidence Room Management

CICP Accredited Course

### Who Should Attend

Law enforcement officers and civilians charged with the responsibility of operation, supervision or management of property and evidence rooms.

### Course Goal

To provide the student with a comprehensive overview of the legal and practical aspects of the handling, storage, maintenance and disposal of law enforcement held property and evidence.

### Course Objectives

Students will be able to:

- Identify staffing considerations for the property and evidence section.
- Identify seven provisions which contribute to an effective property and evidence management policy.
- Explain how property room design contributes to effective workflow and security.
- Describe construction features which must be considered when establishing a property and evidence room.
- Compare and contrast the objectives of temporary and long-term storage.
- After reviewing evidence storage techniques, list the two ultimate goals of those techniques.
- Explain how agency practices and technology contribute to property and evidence room security.

- As it applies to evidence tracking and accountability, compare the essential features of **paper** based and **computer** based systems.
- Differentiate between an audit and inventory.
- Identify the different disposition and purging techniques.

### Methodologies

This course employs lecture and classroom assignments.

### Course Requirements

Attendance is required at all class sessions.

In order to satisfactorily complete this course, students must complete a written examination for the legal block of instruction achieving a minimum score of 70. A pre-test and post-test are administered for the legal block only.

### Special Concerns

Students are asked to bring a copy of the current North Carolina State Crime Lab **Policy and Procedure For Evidence Submission**. The guide will be used during a classroom assignment and may be found at the following link: <http://www.ncdoj.gov/About-DOJ/Crime-Lab/ISO-Procedures.aspx>. On occasion, the class receives an invitation for a field trip to a participating Agency's Property and Evidence Room. In the event the invitation is accepted, the student will be notified before the class start date and location details will be provided. Typically, these field trips occur on the afternoon of day two.

### Course Coordinator

Casson Reynolds

### Length of Course

Two days (16 hours)



# Investigation



## Sexual Deviance and Related Investigations

### Who Should Attend

This course is designed for sworn law enforcement seeking training in investigating crimes involving sexual deviance. Students easily offended are strongly discouraged from attending this course due to the subject matter being sensitive and disturbing by nature.

### Course Goal

The course goal is to provide the student with an overview of sexual behaviors deemed deviant within western society. Additionally, common practices within related investigations will be discussed. Overall, the focus of the material is to provide an introductory level examination of the wide range of sexual deviant behaviors and types of adult predators. In addition, investigative pitfalls along with the psychology of sex offenders and survivors will be explored.

### Course Objectives

The student will be able to achieve the following objectives in accordance with the information received during this course of instruction:

- List and describe the primary psychosexual disorders.

- Be able to identify when sexual deviance crosses the line of abnormal sexual behaviors to the realm of criminal activities.
- Recite the most common characteristics of sexually motivated crimes.
- Identify indicative aspects of auto-erotic and equivocal death investigations.
- Discuss varying techniques for interviewing both suspects and survivors.
- Identify three potential issues that can disrupt a successful investigation.
- Recall and apply the materials learned in a tabletop.
- During a practical exercise setting, identify components indicative of genuine and false allegations.

### Methodologies

This course employs classroom instruction, open discussion and practical exercises.

### Course Requirements

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities along with obtaining a minimum score of 70% on a written test to be given at the conclusion of the course.

### Course Coordinator

TBA

### Length of Course

Five days (40 hours)



# DATES

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## Investigation

### Sovereign Citizens

**CICP Accredited Course**

#### Who Should Attend

All law enforcement officers, investigators and related personnel who may prevent or respond to a domestic terrorist act.

#### Course Goal

To provide the student an understanding of sovereign theories and the underlying histories. Students will also be aware of common language, symbols, and groups associated with sovereign citizens.

#### Course Objectives

At the end of this course, the student will be able to:

- Define the term "sovereign citizen".
- List two areas of common ground present between sovereign citizens and the class.
- List the history of the sovereign citizen movement and the two general categories of sovereign citizen groups.

- Define and list the four philosophies common to the sovereign groups who believe the United States to be a corporation and their interpretation of the 14th Amendment.
- List symbols, writings and general characteristics used by sovereign citizens both in their verbal tactics and their writings.
- Define the gold standard and mission of the US Federal Reserve.
- List the six most active sovereign citizen groups in North Carolina and incidents of violence involving sovereign citizens which have occurred since 2010.
- Define paper terrorism and give examples of each.
- List the steps of the redemption process.
- Describe the sovereign and mainstream view of House Joint Resolution 192.

#### Methodologies

This course will employ lecture, discussion and analysis. The course will have extensive use of video clips, videos and PowerPoint slides.

**Course Coordinator**  
Doug Robinson

**Length of Course**  
One day (8 hours)

### Suicide Investigation

**CICP Accredited Course**

#### Who Should Attend

Investigators and crime scene technicians.

#### Course Goal

To assist the student by identifying the investigative techniques required to determine if a decedent took his or her own life.

#### Course Objectives

Given a suicide scenario, the student will be able to:

- Define suicide and suicide related terms.
- Using the most recent data available, identify current suicide statistics.
- Identify various reasons why people commit suicide.
- Explain the different aspects of the biological, psychological, and sociological perspectives of suicide.

- Discuss proper scene processing and evaluation techniques.
- Discover assisted suicide and right to die organizations methodology in support of suicide.
- Identify the most common methods of suicide.
- Identify the information needed on the background of the deceased in order to successfully investigate a suspected suicide.

#### Methodologies

This course employs lecture, case examinations and practical exercises.

#### Course Requirement

Students must attend all portions of the course and pass a final exam with a minimum score of 70%.

**Course Coordinator**  
Russell Strickland

**Length of Course**  
Two days (16 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**



## Leadership, Management & Supervision

### Advanced Field Training Officer

#### Who Should Attend

Law enforcement field training officers assigned to patrol that have attended a 32-40 hour basic field training officer program.

#### Course Goal

To provide additional training to officers that have been performing the function of field training new officers assigned to patrol.

#### Course Objectives

The student will be able to:

- Identify and utilize tactics to enhance officer safety.
- Utilize coaching and feedback in field training.
- Develop and apply remedial training strategies for trainees that are not responding to training.
- Develop and safely implement scenario-based training to improve trainee performance.

- Recognize components of problem-based learning and how they affect field training.

#### Methodologies

This course employs lecture, discussion and practical exercises.

#### Course Requirements

**Student must provide documentation of attendance of a 32-40 hour basic Field Training Officer course.**

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities and must obtain a minimum score of 75% on a written test to be given at the conclusion of the course. Students must bring their duty gear, Field Training Officer Procedures Manual and blank copies of their Daily Observation Reports (DORs).

#### Course Coordinator

Richard Baric

**LIMIT 6 STUDENTS  
PER DEPARTMENT.**

#### Length of Course

Three days (24 hours)

### Budgeting & Finance for Law Enforcement Administration

**NEW!**

#### Prerequisites

Acceptance into this course is based on (1) years of experience, (2) familiarization with Microsoft Word/PowerPoint/Excel, and (3) the student's role in his/her agency budget process. Applicants will be asked to verify how they meet these criteria during the registration process.

#### Who Should Attend

Police Administrators who will be working with the agency's budgeting process. This course is intended for police managers who are responsible for budget preparation within their agency, and wish to work on skills directly related to formulation, allocation and presentation of the agency's budget.

#### Course Goal

The course focus is to assist the student with development of the skills, knowledge and abilities to effectively plan,

formulate, allocate and present an agency budget within their jurisdiction.

#### Course Objectives

Upon course completion, the student will be able to:

- Define the term "budget".
- Develop the skills to design a strategic plan for the budget.
- Determine the differences between short-term and long-term budgeting goals.
- List and explain the steps involved in the budgeting process.
- Determine and articulate manpower needs for their agency.
- Understand and employ the use of the Crime Measurement Index (CMI).
- Apply the dynamics of calls for service.
- Using their agency's budget, prepare a presentation for the local government entity.

#### Methodologies

Classroom instruction with Microsoft Word, Excel and PowerPoint applications by instructor and students.

**(CONTINUED ON NEXT PAGE.)**

**D**ATES

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## Leadership, Management & Supervision

### Budgeting & Finance for Law Enforcement Administration

**NEW!**

**Course Coordinator**  
Laurie Austen

**Length of Course**  
Three days (24 hours)

**LIMIT 1 STUDENT  
PER DEPARTMENT.**

(CONTINUED FROM PAGE 47.)

#### Course Requirements

Students should bring an electronic copy of agency budget on removable disc drive for class. Students will have assignments to be completed during evening hours and may wish to have access to a laptop.

#### Special Concerns

Class is designed specifically for agency management level staff.



### Conflict Management for Mid-Level Managers

**NEW!**

#### Who Should Attend

Mid-level managers in law enforcement, communications or detention positions.

#### Course Goal

To present the student with information necessary to identify conflict, understand elements of conflict and develop a plan for conflict management within their agency.

#### Course Objectives

The student will be able to:

- In your own words, correctly define "conflict."
- List and describe in writing Bell and Hart's Eight Causes of Conflict.
- Identify in writing the five (5) levels of conflict.
- Using the Thomas-Kilmann Model for Conflict Management, identify and explain in writing the five (5) modes of addressing conflict.
- In your own words, describe the process for identifying the conflict using the four (4) step model for framing the problem.
- Define "emotional hijacking".
- Given a practical exercise, employ the following soft skills that may be used to manage conflict with a co-worker or subordinate:
  - a. Listening

- b. Communicating
- c. Providing feedback
- d. Showing empathy
- Given a practical exercise, employ the following soft processes that may be used to manage conflict with someone outside of your agency:
  - a. Mindfulness
  - b. Inquiry
  - c. Critical thinking
  - d. Civility
- Given a practical exercise, employ strategies for resolving conflict that include:
  - a. Self-management behaviors
  - b. Internal focus
  - c. Ground rules

#### Methodologies

Lecture/Conference/Practical Exercises

#### Course Requirements

100% attendance  
Pretest  
Successful completion of post-test

#### Special Concerns

Course is structured for mid-level managers.

#### Course Coordinator

Laurie A. Austen

#### Length of Course

2 days (16 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Leadership, Management & Supervision



## Executive Leadership for New Chiefs

**NEW!**

### Who Should Attend

This course is intended primarily for police chiefs with less than three (3) years of experience as a chief. This course is also appropriate for higher level command staff aspiring to become an agency head, in the role of a chief.

### Course Goal

This focus of this course is to enhance the skills, knowledge and abilities of executives in command staff or agency head positions.

### Course Objectives

Upon completion of the course, the student will be able to:

- Identify and describe different leadership models.
- Describe important liability issues with regard to employment, supervision, training, managing critical incidents, and evidence retention.
- Determine and articulate manpower needs for their agency.
- Understand and apply the use of statistical data to include; calls for service and the Crime Measurement Index (CMI).

- Develop an agency budget.
- Demonstrate the skills necessary to effectively interact with the media.
- Apply effective strategies for conducting a formal press conference.

### Methodologies

The course employs lecture, discussion, demonstration and practical exercises.

### Course Requirements

Students should be familiar with Microsoft program applications including a basic understanding of Excel, Word and PowerPoint. Some evening course work will be required.

### Course Concerns

The course will be offered over a four (4) month period. Classes will meet the second week of the month, Tuesdays through Thursdays. The final class session will be extended to Friday at noon, for a graduation ceremony.

### Course Coordinator

Laurie A. Austen

### Length of Course

(100 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## Field Training Officer

### Who Should Attend

Law enforcement officers who are or will be assigned to provide field training to new officers. The focus of this course is for patrol officers.

### Course Goal

To provide the technical and personal skills to individuals in order for them to function as evaluators and trainers of recruits who have completed **Basic Law Enforcement Training**.

### Course Objectives

The student will be able to:

- Objectively evaluate the performances of trainees.
- Utilize performance feedback, counseling and training skills in the interaction with trainees.
- Successfully utilize leadership skills and attributes.

- Evaluate and counsel trainees in report writing and note-taking skills.

### Methodologies

This course employs lecture, discussion, practical exercises and demonstrations.

### Course Requirements

Attendance is required at all class sessions. In order to satisfactorily complete this course, the participant must actively participate in all classroom discussions and activities; and, obtain a minimum score of 75% on a written test to be given at the conclusion of the course. Students must bring one (1) of their duty uniforms with duty gear, their agency's Field Training Officer Procedures Manual, and blank copies of their Daily Observation Reports (DORs).

### Course Coordinator

Richard Baric

### Length of Course

Five days (40 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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## Leadership, Management & Supervision

### Field Training Officer Supervisor

#### Who Should Attend

Criminal justice supervisors tasked with the responsibility of supervising their agency's field training program.

#### Course Goal

To provide knowledge and skills needed to effectively supervise a field training program.

#### Course Objectives

The student will be able to:

- Recognize civil liability issues for FTO programs.
- Effectively supervise and manage a field training program.
- Properly select new field training officers.
- Utilize proper evaluation and documentation procedures.

- Identify trainee learning preferences and teaching strategies.
- Recognize and recommend remedial training strategies.

#### Methodologies

This course employs lecture, discussion and practical exercises.

#### Course Requirements

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities and must obtain a minimum score of 75% on a written test to be given at the conclusion of the course. Students must bring their Field Training Officer Procedures Manual and blank copies of their Daily Observation Reports (DORs).

#### Course Coordinator

Richard Baric

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**

#### Length of Course

Two and one-half days (20 hours)

### First Line Supervision

#### Who Should Attend

New supervisors and supervisors who have not received formal supervisory training.

#### Course Goal

To provide knowledge and skills required to effectively supervise personnel in a law enforcement agency.

#### Course Objectives

The student will be able to:

- Avoid liability problems arising from employment practices and field operations.
- Identify misconduct and corruption and be able to use appropriate techniques to prevent them.
- Determine and utilize motivational incentives to improve or cause high performance.
- Lead groups in consensus decision-making and creative problem-solving.
- Promote ethical practices in law enforcement and create a professional law enforcement culture.
- Complete and receive results from a personality inventory.

- Lead others through concepts of empowerment and transformation.
- Demonstrate supervising for results skills dealing with work performance and work habit problems.
- Utilize identified competencies of a leader to address factors in high performance by employees.

#### Methodologies

This course employs lecture, conference, exercise, diagnostic instruments and skills practice.

#### Course Requirements

Attendance is required at all class sessions. Students must attain an average of 70% across course examinations. They must also successfully perform in supervising for results skill practices.

#### Special Concerns

Some night work is required.

#### Course Coordinator

Matthew L. Sweet

#### Length of Course

Five days (40 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Leadership, Management & Supervision



## Leadership Development for Law Enforcement Managers

### Who Should Attend

Law enforcement managers and first-line supervisors who are responsible for directing and managing law enforcement personnel in their daily activities.

### Course Goal

To provide the student with information that will help them develop leadership skills and the ability to recognize behavior that is detrimental to effective leadership. This course will also give the participant clear cut strategies to manage and direct change in their organizations and incorporate mission focus to achieve goals and team build.

### Course Objectives

- List and explain the qualities of an effective leader.
- Describe the concepts of ethical leadership, credible leadership and servant leadership.
- Recognize and describe the behaviors of non-leadership.
- List and explain the "Laws of Leadership."
- Describe the practices of effective leaders.
- Explain the method and importance of being able to successfully manage change in organizations.
- Describe the use of mission statements and core values in directing the behavior of individual officers.

- Recognize and describe the difference in leadership theory as opposed to traditional management.
- Describe the concept of principle-based leadership.
- List and describe the strategies that can take an organization from average to excellence.
- List and explain the effective steps of team building.
- Recognize and describe the concept of Emotional Intelligence.
- Demonstrate and understand the importance of effective communication, successful conflict resolution and handling mistakes made.
- Define and describe the importance of setting measurable goals.

### Methodologies

This course employs lecture, discussion, practical exercise and video synopsis to present the lesson material. This course is structured around Problem-Based Learning and involves group assignments.

### Special Concerns

Students will need to bring a uniform for one practical exercise. Some knowledge in the use of Microsoft Word and PowerPoint will be helpful. Some night work is required.

### Course Coordinators

Matthew L. Sweet  
Laurie A. Austen

### Length of Course

Five days (40 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# DATES

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# Leadership, Management & Supervision

## Management Development Program

**ADMISSION:** Admission to this program is competitive and by special application and interview only. Participants must apply for and, if accepted, attend ALL the program courses. Students are NOT accepted to attend individual courses.

Selected participants will be required to purchase class and physical conditioning attire, estimated cost \$300.00.

This program requires a separate application. The applications for the class beginning in January of 2018 will be available June 1, 2017. All completed applications, along with agency endorsement, must be received by October 1, 2017.

### Employment Law

This module covers the legal aspects of the personnel management function. This includes topics ranging from recruitment to termination.

### Communication Skills

Of the many and varied communication skills required of law enforcement managers, we choose to emphasize the basic competencies of interpersonal communication, group presentations and how the manager functions in the formal setting.

### Leadership

We approach this block with the development of leading from anywhere with the organization, with particular emphasis placed on transformational leadership.

### Motivation and Achievement

This block of instruction is focused on both subordinate and self motivation. During this instruction, students must motivate themselves and each other to accomplish goals and overcome unique obstacles.

### Project Management

Project management skills allow the manager to logically identify law enforcement issues, gather and analyze information regarding them and develop a team project response to address the problems.

### Budget Management

Here we cover budgeting and purchasing skills and procedures at the local government level. Students prepare budgets using spreadsheets and databases.

### Who Should Attend

Law enforcement supervisors, managers and key personnel who are in leadership positions.

### Program Goal

To develop the knowledge, skills and abilities to function as a progressive leader and innovative manager in a law enforcement agency.

### Methodologies

This program employs lecture, discussion, journaling, case simulation, independent study, strenuous physical activity, skills practice sessions and team projects.

### Program Requirements

Attendance is required at all class sessions. Additionally, participants will successfully complete a variety of projects, writing assignments and exercises working both alone and in groups.

### Length of Program

The program comprises eleven modules, one per month from January through November (500 hours).

### Course Coordinator

Josh Phillips

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# Leadership, Management & Supervision



## New Sergeants' Course

### Who Should Attend

Those who have been promoted within the past year and those who anticipate being promoted.

### Course Goal

To provide the knowledge and skills to assist the newly-promoted officer in making the transition to first line supervisor.

### Course Objectives

The student will be able to:

- Prepare a personal mission statement.
- Explain how emotional intelligence is a key to effective leadership.
- Recognize their own level of emotional intelligence.
- Describe the guidelines that a new supervisor should follow.
- Recognize the common challenges that face the first line supervisor.
- Describe common pitfalls that face the newly promoted supervisor and how to avoid them.
- Identify the basic leadership styles.
- Determine the appropriate leadership style to apply to a given situation.

- Recognize their own leadership style preference.
- Describe how to handle the employee disciplinary process.
- Determine how to analyze a performance deficiency.

### Methodologies

This course employs lecture, discussion, diagnostic instruments, practical exercises, and case studies.

### Course Requirements

Attendance is required at all sessions. Students will be required to prepare and present a personal mission statement.

### Special Concerns

Some out-of-class work is required.

### Course Coordinator

Josh Phillips

### Length of Course

Three days (24 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# DATES

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# Leadership, Management & Supervision

## Tactical Leadership: Critical Lessons Learned

### Who Should Attend

This course is designed for both tactically and non-tactically trained law enforcement officers aspiring to develop their leadership in crisis situations.

### Course Goal

To provide the student with the technical and practical skills needed to recognize the significance of effective leadership and the relationship between command of an incident and command of the tactical response functions within critical incidents. The course strives to improve the quality of the student's decision-making abilities by reinforcing the importance of properly preparing for critical incidents.

This course consists of the following primary blocks of instruction:

1. Tactical Management
2. Risk Assessment
3. Lessons Learned
4. Tactical Leadership Tabletop

The course goals are achieved through teaching, demonstrating, and then having the students practice the principles of the course. A breakdown outlining the focus of each block includes:

### Tactical Management *(goal is to improve and/or build upon the student's leadership style)*

- Fundamentals of the crisis cycle and the body's response to critical incidents.
- The importance of having high Emotional Intelligence (E.I.) and how to improve E.I.
- How understanding the crisis cycle and improving your E.I. can make the student a stronger leader before, during and after a critical incident.

### Risk Assessment *(goal is to have the students improve upon planning for critical incidents and practicing the way they will respond)*

- Pre-planning is important.
- Knowing what resources you have available and how to access vital assets before an incident occurs.

- A plan is only effective if the team knows what it is and has practiced it.

### Lessons Learned *(goal is to reinforce the course's primary principles through case examples)*

- Starting in 2016, incidents like Sandy Hook and the Boston Bombing will be used as case studies to present lessons learned.
- Students will choose a critical incident to present to the class and discuss the lessons learned from it.
- Specifically, we will discuss lessons learned from previous critical events along with how we can improve through planning and leadership if presented with an incident with similar dynamics.

### Tactical Leadership Tabletop *(goal is to give students a chance to demonstrate the core principles of the course)*

- Students work as a team through a simulated critical incident.
- This gives students a chance to demonstrate the core principles of the course - leadership, teamwork, communication, planning, risk assessment skills, and critical decision making while staying focused on the elements which you can control.
- The tabletops also give the students a chance to be exposed to and practice working through the phases of a critical incident (Crisis, Scene Management, Executive Management, and Termination).

### Methodologies

This course employs classroom instruction, open discussion and incident simulation.

### Course Requirements

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities and obtain a minimum score of 75% on a written test to be given at the conclusion of the course.

### Resources Required

Students will need to bring note-taking materials.

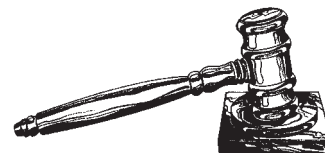
### Course Coordinator

Scott Tyson

### Length of Course

Five days (40 hours)

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**



## Advanced SRO: From Searches to Sexting

### Who Should Attend

Sworn law enforcement officers assigned as school resource officers.

### Course Goal

Officers must be aware of their authority to engage in school searches and must be able to recognize the protections afforded to students under the Fourth Amendment. Officers must also effectively apply their lawful authority while working with school officials and while engaged in independent, proactive police investigations while in the school environment.

This course will cover the specific legal issues that School Resource Officers face. From school searches to sex crimes involving juveniles, from issues with social media to how and when Juvenile Miranda rights apply. This course provides an overview of the unique legal standards and challenges SROs deal with daily.

### Course Objectives

The student will be able to:

- Review the basic protections of the Fourth Amendment as applied in the public school environment.
- Review the legal standard governing school searches conducted by school resource officers working in conjunction with school officials.

- Analyze case law illustrating the concept of working in conjunction with school officials.
- Applying judicial decisions, lawfully conduct school searches involving lockers, motor vehicles and the student population.
- Discuss the benefits and pitfalls of using social media.
- Analyze select criminal statutes involving: weapons in schools; threats and hoaxes; assault; disorderly conduct, and sex offenses.
- In brief writing assignments, provide articulation under the legal standards applied to SROs.

### Methodologies

This course employs lecture, class discussion, videos and an intensive review of judicial decisions (appellate court cases) illustrating the points made throughout the course.

### Course Requirements

This is an advanced level course involving an intensive review of judicial decisions and other legal sources. Attendance is required at all sessions. Students must complete a final exam with a passing score of 80%. Students will complete some evening work assignments involving reading and writing.

### Course Coordinator

Jarrett McGowan

### Length of Course

Four days (28 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**







## Legal

### Domestic Violence: Crimes and Legal Issues

**CICP Accredited Course**

#### Who Should Attend

Law enforcement officers assigned to investigate domestic violence matters.

#### Course Goal

Officers must be aware of their authority to engage in enforcement activities related to domestic violence and 50B protective orders.

#### Course Objectives

Students will review statutes and judicial decisions involving the following topics:

- Criminal offenses pertinent to domestic violence, including laws of warrantless arrest.

- 50B procedures, including 50B crimes and other law enforcement response issues.
- Protection of victims of domestic violence and civil liability issues in law enforcement response.

#### Methodologies

This course employs lecture, class discussion and review of statutes and judicial decisions.

#### Course Requirements

Attendance is required for the entire session.

#### Course Coordinators

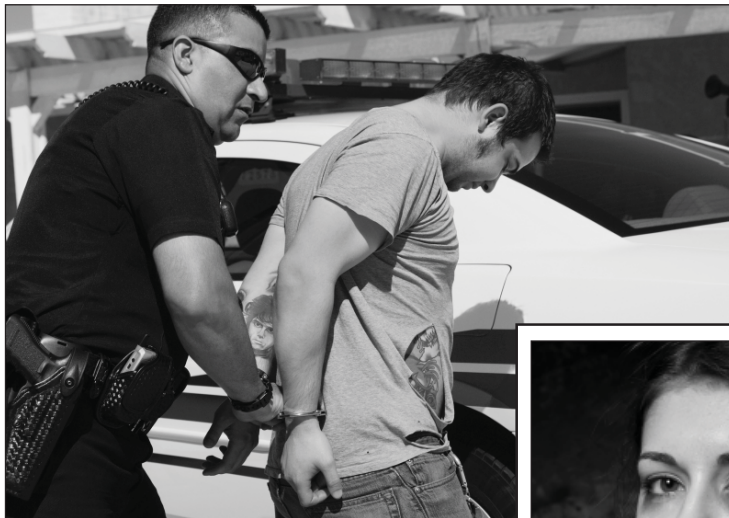
J. Rick Brown

Jarrett McGowan

#### Length of Course

One day (8 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

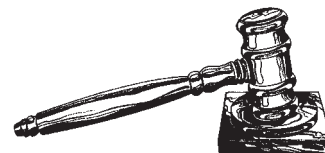


**D**ATES

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# Legal



## Juvenile Legal Issues for Law Enforcement

**CICP Accredited Course**

### Who Should Attend

Officers assigned to investigate juvenile delinquency cases, or involved in juvenile court delinquency proceedings, and street officers who regularly encounter juveniles.

### Course Goal

Officers must be aware of the laws affecting juvenile delinquents and undisciplined juveniles. Further, officers should know the rights of a juvenile and the responsibility of the officer who takes custody of a juvenile.

### Course Objectives

The student will be able to:

- List the ages of 1) a juvenile; 2) a juvenile delinquent; and, 3) a juvenile who may be transferred to superior court.
- Describe the circumstances under which a law enforcement officer may take custody of a juvenile without a court order.
- List and explain the Constitutional rights that have been afforded juveniles.
- Explain juvenile *Miranda* warnings that must be given for juveniles less than 14 years of age and for juveniles between the ages of 14 and 18.

- Define the meaning of "custody" for juvenile interrogation purposes under *Miranda*.
- Discuss a juvenile's consent to search and any limitations of that consent.
- Explain the options of a law enforcement officer once he/she takes a juvenile into custody.
- List the factors that the court must consider in deciding whether to secure or release a juvenile after he is taken into custody.
- List the notifications that a law enforcement officer must make after taking a juvenile into custody.
- Explain how an officer obtains a Nontestimonial Order.
- List the requirements for a juvenile to be registered as a sex offender on the Sex Offender Registry.

### Methodologies

This course employs lecture, class discussion and an intensive review of appellate court cases illustrating the points made throughout the course.

### Course Requirements

This is a basic juvenile law course involving a review of judicial decisions and other legal sources. Attendance is required for the entire session.

### Course Coordinators

J. Rick Brown  
Jarrett McGowan

### Length of Course

One day (8 hours)

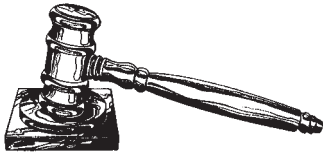
**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# DATES

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## Legal

### K-9 Legal Issues

**CICP Accredited Course**

#### Who Should Attend

Officers assigned to canine units, their supervisors, and any other officers involved in the operation of a canine unit.

#### Course Goal

This course will instruct canine officers, their supervisors, and others involved in the operation of a canine unit in the following areas: how the use of a canine and the traditional Fourth Amendment concepts of search and seizure, reasonable suspicion, and probable cause interact; the factors that determine canine reliability in the eyes of the courts; civil liability in the context of canine use by law enforcement; and what constitutes injury to a canine under North Carolina law. This course is not limited to issues affecting drug-detection canines. The legal issues surrounding the use of tracking and apprehension canines, accelerant and bomb detection canines and cadaver canines are also discussed. The course primarily uses in-depth discussion of statutory and appellate case law to instruct students on different legal topics however, it also includes a mock trial component.

#### Course Objectives

By the end of instruction, the student will be able to:

- Explain the circumstances in which a K-9 sniff is not a "search" under the Fourth Amendment.
- List the factors courts consider in determining whether reasonable suspicion to conduct an investigatory stop exists.
- Explain the legal methods in which a traffic stop may be extended beyond the scope of the original purpose of the stop.
- List the factors a court considers when determining whether reasonable suspicion exists to extend a traffic stop beyond the scope of the original purpose of the stop.
- Define "consent to search" and discuss any limitations on that consent.
- Describe the conditions under which a drug K-9 can be used at a checkpoint.
- Describe the way a drug K-9 may be used to sniff at a school or on a bus.

- Examine the factors that the courts look to when deciding the admissibility of evidence that a K-9 identified a person in a tracking case.
- List and explain the role that training and certification of a K-9 plays when the courts determine the reliability of a dog sniff and alert as evidence.
- List five things an officer should do while testifying in court.
- Compare and contrast the criminal and civil systems of justice.
- List the theories of civil liability most commonly asserted under Section 1983.
- Explain the factors the courts use in deciding use of force claims in K-9 cases.
- Discuss at least five preventive measures that a law enforcement agency can implement in order to reduce exposure to civil liability.
- Describe when a currency seizure is legal using a K-9.
- Define what constitutes an injury to a K-9 animal under North Carolina law.

#### Methodologies

This course employs lecture, class discussion, an intensive review of appellate court cases illustrating specific topics, and a practical exercise involving testimony. Canine officers are not required to bring their canines.

#### Course Requirements

This is a basic canine law course involving an intensive review of judicial decisions and other legal sources. Attendance is required for the entire session.

#### Course Coordinator

Jarrett McGowan

#### Length of Course

Two days (16 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

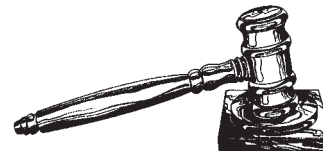


**D**ATES

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# Legal



## Police Law Institute

**CICP Accredited Course**

### Who Should Attend

Investigators and law enforcement officers involved with enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications and nontestimonial identification orders and who are subject to potential legal liability resulting from those activities. **NO STUDENT WILL BE ACCEPTED FOR PARTIAL ENROLLMENT.**

### Course Goal

To provide the skills necessary to conduct enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications and nontestimonial identification orders and to avoid liability while conducting such activities.

### Course Objectives

The student will be able to:

- Draft a valid search warrant.
- Lawfully execute a search warrant.
- Lawfully conduct warrantless searches.
- Conduct interviews lawfully during an investigative detention or arrest situation.
- Apply noncustodial interview procedures to obtain lawful confessions.
- Conduct nontestimonial and eyewitness identification procedures in accordance with applicable law.
- Conduct a valid investigative stop and frisk and a lawful arrest, using proper basis, parameters and use of force.
- Determine whether non-lethal and deadly force may lawfully be used in given fact situations.

### Methodologies

This course utilizes discussion, video scenarios, practical exercises, programmed texts, student readings and case studies.

### Course Requirements

Attendance is required at all class sessions. The student must participate in class and practical exercises, successfully prepare search warrants and nontestimonial orders and successfully attain a required score on a written examination. Students are required to have a copy of the *Arrest, Search and Investigation* textbook (5th ed., 2016), written by Robert Farb and published by the UNC School of Government. Please bring a laptop to class.

### Special Concerns

Readings and other assignments will need to be completed in the student's evening hours.

### Course Coordinators

J. Rick Brown  
Jarrett McGowan

### Length of Course

Ten days (76 hours)

**ENROLLMENT MAY  
BE LIMITED  
PER DEPARTMENT.**

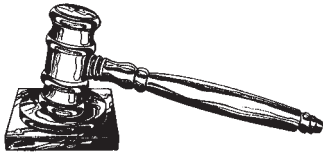


# DATES

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## Legal

### Warrantless Searches

**CICP Accredited Course**

#### Who Should Attend

Sworn law enforcement officers.

#### Course Goal

Law enforcement officers must be knowledgeable in the laws pertaining to warrantless searches in order to lawfully apprehend criminal offenders and obtain evidence for use in prosecution. This course will review basic laws of warrantless searches in order to enable officers to lawfully and effectively perform their duties.

#### Course Objectives

The student will be able to:

- Review 4th Amendment requirements governing searches.
- Recognize when a "search" has occurred and identify the correct constitutional standard for conducting "searches."
- Discuss the types of warrantless searches that may be conducted without any suspicion of wrongful conduct.

- Define "reasonable suspicion" and discuss factors courts will consider in determining the existence of reasonable suspicion.
- Discuss the types of warrantless searches that must be supported by reasonable suspicion.
- Define "probable cause" and discuss factors courts will consider in determining the existence of probable cause.
- Discuss the types of warrantless searches that do not have to be supported by probable cause.
- Discuss types of warrantless searches that may be conducted in response to a public emergency.

#### Methodologies

This course employs lecture, class discussion, videos and an intensive review of judicial decisions (appellate court cases) illustrating the points made throughout the course.

#### Course Requirement

This course involves an intensive review of judicial decisions/case law. Attendance is required at all sessions.

#### Course Coordinators

J. Rick Brown  
Jarrett McGowan

#### Length of Course

Two days (16 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



**D**ATES

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# Tactical



## Firearms for Female Officers

### Who Should Attend

Any female officer interested in becoming more proficient with their service firearm while learning concepts of ergonomics as it affects firearms training, learning the fundamentals of shooting and learning conditioning exercises to increase hand and arm strength.

### Course Goal

To provide the information and skills necessary to effectively and efficiently utilize the service weapons and support equipment.

### Course Objectives

The student will be able to:

- Demonstrate the proper method used to grip the service handgun.
- Define ergonomics and explain the application to firearms training.

- Demonstrate two exercises used to increase hand and arm strength.
- Demonstrate length of pull as it applies to a shotgun.

### Methodologies

This course employs lecture, discussion, demonstrations and practical exercises.

### Course Requirement

Attendance is required for all class and range sessions.

### Special Concerns

Students should bring comfortable and practical clothing for outside training, rain protective clothing, service handgun, shotgun, duty belt and holster, cleaning equipment, flashlight, 400 rounds of handgun ammunition, 25 rounds of birdshot for the police shotgun, and 20 rounds of rifle ammunition if bringing a rifle. Hearing protection, eye protection and a billed cap are required for all range activities.

### Course Coordinator

Chad Thompson

### Length of Course

Three days (24 hours)



# DATES

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## Tactical

### Law Enforcement Sniper Course

#### Who Should Attend

Individuals assigned the role of a precision marksman utilizing an optically assisted high-power rifle.

#### Course Goal

To provide the information and skills necessary for a law enforcement officer assigned to the duties of sniper/countersniper to effectively and efficiently fulfill those duties.

#### Course Objectives

The student will be able to:

- Describe the proper method for cleaning the sniper rifle and scope.
- Describe three types of ballistics.
- Discuss the effects of temperature on ammunition.
- Estimate range using the Range Estimation Formula.
- List the four factors common to all shooting positions.
- Explain the purpose of the data book and log appropriate entries.

- Describe the role of both the sniper and observer.
- Safely and accurately fire and operate the police sniper rifle.

#### Methodologies

This course employs lecture, discussion and practical exercises.

#### Course Requirements

Attendance is required for all class and range sessions. Students will be required to pass a written comprehensive examination with a score of 70% and pass a single shot qualification course of fire.

#### Special Concerns

Students will bring comfortable and practical clothing for outside training and rain protection. Students will need a high-power rifle with scope, 250 rounds of service ammunition, binoculars and cleaning equipment. A spotting scope and shooter's mat should be brought if available.

#### Course Coordinator

Chad Thompson

#### Length of Course

Five days (36 hours)

### Officer Safety/Readiness Training

#### Who Should Attend

All law enforcement officers.

#### Course Goal

To provide the student with the tactics and options which will assist in the safe response to high risk situations.

#### Course Objectives

The student will be able to demonstrate techniques to safely accomplish the following tasks:

- Tactical handcuffing and groundfighting.
- Utilize proper contact/cover tactical skills.
- Safely conduct known and unknown risk vehicle stops.
- Utilize skills developed to safely conduct building searches.
- Respond to and safely defuse domestic violence calls.

#### Methodologies

This course employs discussion, demonstration and practical exercises.

#### Course Requirements

Attendance is required at all class sessions. Students will be required to successfully complete all practical exercises and instructor evaluations. Students will be given a final exam on the last day of class. All students must pass the final exam with a minimum score of 75%.

#### Special Concerns

Students will need to bring their duty gear, weapon, ballistic vest, flashlight, rain and appropriate weather gear, civilian clothes for role playing, and police vehicle with operational emergency equipment.

#### Course Coordinator

Richard White

#### Length of Course

Five days (45 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**

# Tactical



## Regional SWAT In-Service Training

### Who Should Attend

This course is designed for active tactical teams that want the opportunity to receive in-service training by participating in a series of workshops to test their decision-making, shooting skills, tactical skills and their ability to function as a team. The workshops will focus on a variety of tactical issues encountered by specialty units in the SWAT world. This course is co-sponsored by the North Carolina Tactical Officers Association ([www.ncswat.org](http://www.ncswat.org)).

### Course Goal

To provide the operator with the technical and tactical skills needed to perform the high liability response required to effectively function in their assigned jurisdiction. This in-service training will present a variety of workshops geared to assist the operator to effectively control potentially dangerous situations, perform professionally under all conditions and achieve the desired outcome in an encounter.

### Course Objectives: TBD

The course objectives will be determined based on current trends and techniques through classroom and practical settings.

### Methodologies

This course may employ classroom instruction, demonstration, combat courses of fire and practical exercise.

### Course Requirements

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all required class discussions and activities.

### Equipment Requirements (subject to change)

- Full tactical gear kit to include body armor and tactical uniform
- Handgun w/3 magazines
- Long Gun w/3 magazines
- Ammunition - Handgun (300 rounds per officer)
- Long Gun (300 rounds per officer)
- Gas mask w/filter
- Sniper rifle (if applicable) and 100 rounds per sniper
- Eye/ear protection/hat
- Weather appropriate clothing/gear

### Course Coordinator

Rodney Harris

### Length of Course

Two days (16 hours)

**LIMIT 10 STUDENTS  
PER DEPARTMENT.**



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Tactical

## Robbery Response Tactics (Web-based)

### Who Should Register

All law enforcement officers.

### Course Goal

To present to the student effective methods and tactics of responding to various robbery-in-progress calls.

### Course Objectives

The student will be able to achieve the following objectives in accordance with the information received during this course of instruction:

- List two principal distinguishing characteristics of a robbery.
- Correctly identify and describe the five types of robberies.
- Define invisible deployment.
- List the proper verbal commands that an officer should give to control a suspect or institution employee.
- Correctly list and describe the two types of perimeters at a robbery scene.

- Demonstrate the ability to diagram a possible robbery location indicating officer approaches and inner perimeter security placement.
- Conduct a security assessment at a financial institution within the officer's jurisdiction utilizing a security assessment checklist.

### Methodologies

This training will be conducted as web-based training.

### Course Requirements

- Students will be required to have access to a computer that can access the Internet and all course documents with the following programs on it: Microsoft Word, PowerPoint viewer, Adobe Acrobat Reader, Mediaplayer viewer, Quicktime viewer, and Realplayer viewer.
- Class assignments will be conducted via the Internet.
- Students will be required to complete all assignments including a score of 70% on the final test to successfully complete this course.

### Course Coordinator

Scott Tyson

### Course Credit

Sixteen hours

**LIMIT 4 STUDENTS  
PER DEPARTMENT.**



# Tactical



## Solo Active Shooter Response Conditioning for Law Enforcement Officers/School Resource Officers

### Who Should Attend

Any officer who may be tasked with responding to an active shooter situation, particularly officers who are assigned as School Resource Officers. SROs are usually already present at a school and capable to defend innocent lives. Rural officers may not have backup available in a reasonable time to form an Active Shooter contact team, so they may have to go alone. Active Shooter events are dynamic and usually over quickly; therefore, solo response may be the best option to stop the rapid mass murder of innocent parties.

### Course Goal

To introduce the School Resource Officer (SRO) or line officer to characteristics of mental and tactical preparation helpful to successfully mitigate an Active Shooter situation as a solo unit.

### Course Objectives

The student will be able to:

- Identify and demonstrate the concepts of tactical thinking and performance as it pertains to School Resource Officers or first-responders to active shooter situations.
- Develop firearm skills and proficiency needed when encountering an active shooter event.
- Build tactical proficiency by using stress inoculation in scenario-based training.

### Methodologies

This course will employ lecture, conference and practical exercises. This course comprises traditional classroom delivery and extensive practical exercises. This training is challenging based on practical exercises designed to induce stress and allow the officer to successfully learn methods to neutralize an active shooter. This course does include one day of live-fire range exercises, and one day of force-on-force scenarios.

### Course Requirements

Students must successfully pass all written and practical exercises. Seventy-five percent is the passing score on the written exam. All practical exercises are pass or fail with the opportunity for remediation for failures.

### Special Concerns

Students must provide the following equipment:

- Assigned duty gear including handgun, soft body armor protective vest, duty belt, three (3) handgun magazines, flashlight, and handcuffs with key.
- Five hundred (500) rounds of handgun ammunition.
- Hat, ear protection, and eye protection.
- Gloves and long sleeve shirt for scenario practicals.

Range exercises may be outdoors in unpredictable weather, so officers must prepare as they would when working their duty shift. Bring inclement weather gear; rain clothing, cold weather gear, gloves, and head protection. Simunitions® FX based training will require special protective gear which will be provided by the Academy. Groin protector for both male and female officers is mandatory. Standard (baseball/softball) protector may be used if provided by officer. Bring civilian clothes for scenarios.

### Course Coordinator

Rodney Harris

### Length of Course

Three days (24 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Tactical

## SWAT Operator I

**REVISED**

### Who Should Attend

This course is exclusively designed for law enforcement officers assigned to a Special Weapons and Tactics Team. The course design makes it applicable to both new and veteran operators seeking a structured week of training.

### Course Goal

To expose the student to basic individual skills and fundamentals of working as part of a team during the deployment of a SWAT related operation.

### Course Objectives

The student will be able to:

- Discuss the basic structure of a SWAT team and distinguish between the responsibilities of each team member.
- Discuss legal issues that apply to tactical operations involving SWAT teams.
- Identify key components of the distraction device and demonstrate proper handling and employment techniques.
- Safely demonstrate the ability to manipulate and operate both primary and secondary weapon systems in a tactical manner during training exercises on the firing range.
- Demonstrate the ability to effectively shoot a firearm while deploying a ballistic shield.
- Demonstrate the ability to conduct a dynamic entry as part of a team.
- Execute a slow and deliberate entry as part of a team.
- Score an 80% or better on the SWAT Operator post-course test.

### Methodologies

This course employs lecture, discussion, demonstrations and practical exercises.

### Course Requirements

The student must be a certified law enforcement officer or currently serving as a member of the United States Armed Forces. Attendance is required at all class sessions. Students are expected to successfully complete all practical exercises. The student must score an 80% or greater on the **SWAT Operator written** exam. **Student must be on an active SWAT team to be approved.**

### Special Concerns

Students must bring with them (materials required): handgun with at least three magazines, **700 rounds practice ammunition for handgun**, tactical belt and holster, long gun (SMG/Carbine/Shotgun) with at least three magazines, **700 round practice ammunition for long-gun**, flashlight, tactical clothing, rain gear, body armor, gas mask with filter, hearing/eye protection, billed ball cap and ballistic helmet.

Optional items that will enhance your training: **Any specialized item, tool or device utilized by your agency** that will enhance your training.

### Course Coordinator

Rodney Harris

### Length of Course

Five days (50 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**



**D**ATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Tactical



## SWAT Operator II

**REVISED**

### Who Should Attend

This course complements the NCJA **SWAT Operator I** course and provides operators with additional options in regards to crisis resolution. Students must have completed the NCJA **SWAT Operator I** course or other approved basic level SWAT course.

### Course Goal

To expose the student to some of the methods and strategies used to resolve critical situations that otherwise pose a risk to the community, citizens and law enforcement.

### Course Objectives

The student will be able to:

- Discuss the importance of combat readiness and conduct a series of physical training drills.
- Discuss the challenges that SWAT operators must face in a lethal confrontation and how they can prepare themselves mentally during training.
- Safely demonstrate the ability to manipulate and operate both primary and secondary weapon systems in a tactical manner during a series of training exercises on the firing range and shoothouse.
- Identify the components of operational planning and execute a pre-rehearsed plan as part of a mock call-out.
- Identify the methods used to deploy chemical munitions in a tactical situation and demonstrate the ability to conduct a series of CQB drills while donning a gas mask.

### Methodologies

This course employs lecture, discussion, demonstrations and practical exercises.

### Course Requirements

The student must be a certified law enforcement officer or currently serving as a member of the United States Armed Forces and must have completed the NCJA **SWAT Operator I** course or other approved course. Any student who has not attended the NCJA **SWAT Operator I** course must submit a certificate of completion of a basic SWAT course and also submit a course description or syllabus of that course. Approval to be accepted into **SWAT Operator**

**II** is contingent upon experience and is at the discretion of the course coordinator. Students are expected to successfully complete all practical exercises. The student must score an 80% or greater on the **SWAT Operator II** written exam.

**Must be on an active SWAT team and have a minimum of 1 year experience to attend.**

### Special Concerns

Materials required: Handgun with at least three magazines, **500 rounds practice ammunition for handgun**, tactical belt and holster, long gun (SMG/ Carbine/Shotgun) with at least three magazines, **700 rounds practice ammunition for long gun**, flashlight, tactical clothing, rain gear, body armor, gas mask with filter, hearing/eye protection, billed ball cap, ballistic helmet.

**Optional items: Any specialized item, tool or device utilized by your agency that will enhance your training.**

### Course Coordinator

Rodney Harris

### Length of Course

Five days (50 hours)

**LIMIT 3 STUDENTS  
PER DEPARTMENT.**



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Tactical

## Use of Force Decision Making

### Who Should Attend

Sworn Law Enforcement Officers.

### Course Goal

This course is designed to aid officers in force related decisions and build techniques that can be used in deescalating potentially deadly encounters, maintaining control of the subject and documenting their actions accordingly.

### Course Objectives

- Examine legal issues with the use of force and aid officers in building skills in verbal communication to help limit the amount of force needed to control situations.
- Properly complete use of force reports and other associated documents.

### Methodologies

This course employs lecture, practical exercises using a force simulator, and written exercises.

### Course Requirements

- Duty gear, athletic type shoes suitable for use on mats, comfortable clothing suitable for free movement and attachment of the duty belt to include duty holster, taser holster.
- Copies of the agency's use of force report form and discharge of firearm report.

### Special Concerns

This course will include weapon retention exercises consistent with current SC/AT techniques.

### Course Coordinator

Richard White

### Length of Course

Five days (40 hours)



# Tactical



## Verbal Judo: Tactical Communication for the Criminal Justice Professional

### Who Should Attend

This course is designed for public safety professionals seeking to expand on their tactical communication skills to further preserve law and order while maintaining their own and the public's safety.

### Course Goal

To provide the student with the technical and practical skills needed to use "Presence of Words" to calm difficult people who may be under severe emotional or other influences, redirect the behavior of hostile people, defuse potentially dangerous situations, perform professionally under all conditions and achieve the desired outcome in an encounter.

### Course Objectives

The student will be able to achieve the following objectives in accordance with the information received during this course of instruction:

#### The Profession

- Goals of the Course/Traits of a Professional
- Goal of Law Enforcement/Intervention/Force Options
- Mushin/Three Kinds of People
- Contact Professionals/Know your Weaknesses
- The Art of Representation

#### Tactical Theory

- Active Listening/First & Second Street Truths
- Third Street Truth
- Pace, Pitch and Modulation
- Voice and Other Non-verbals Must Harmonize
- The Body Can't Lie, but 90-90% Can
- R.A.M./R.A.P./R.A.T./R.A.C.

#### Tactical Application

- Verbal Karate vs. Verbal Judo
- Five-Step Pattern Diagram
- Five-Step "Hard Style"
- Tactical 8-Step Pattern
- Arts of Translation & Meditation
- L.E.A.P.S. Concept

- Five Types of Questions
- Paraphrasing
- The Four Appeals
- Domestic Kata
- S.A.F.E.R. Concept

### Methodologies

This course employs classroom instruction, open discussion and practical exercise.

### Course Requirements

Attendance is required for all class sessions. In order to satisfactorily complete this course, the student must participate in all class discussions and activities and obtain a minimum score of 70% on a written test to be given at the conclusion of the course.

### Course Coordinator

Carlton R. Joyner

### Length of Course

Two days (16 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Telecommunications

## Telecommunicator Certification Course

### Who Should Attend

All telecommunicators (sheriffs, police, emergency service centers, highway patrol, etc.) who are employed by or sponsored by an emergency service center. All persons who are employed as telecommunicators under the direct supervision of a sheriff's office are required by the North Carolina Sheriffs' Education and Training Standards Commission to enroll and successfully complete the course. This requirement excludes all telecommunicators that are grandfathered.

### Course Goal

To present the basic standard operating procedures for telecommunicators and to develop the role and responsibilities of the emergency service telecommunicator.

### Course Objectives

The student will be able to:

- Define the role and explain the characteristics of the professional telecommunicator; stress and the telecommunicator; and the telecommunicator's code of ethics.
- Identify and demonstrate the general operation of the major equipment components of a modern telecommunications service center.
- List and identify the major information resources available to assist in the practice of telecommunications.
- Differentiate between the organization, general operational practices, terminology and common service requests associated with law enforcement, fire and emergency medical services, and the North Carolina Division of Emergency Management.
- Identify, explain and demonstrate common call reception, prioritization and resource allocation practices associated with everyday telecommunications.
- Identify and explain the aspects of civil liability for the professional telecommunicator.
- Identify, explain and demonstrate basic radio broadcast techniques associated with emergency telecommunications.

- Demonstrate basic telecommunications training skills in a structured telecommunications training practicum.

### Methodologies

The course employs lecture, discussion, demonstration and practical exercises.

### Course Requirements

Attendance is required at all class sessions. All practical exercises must be satisfactorily completed and a minimum score of 70% must be achieved on the final Commission-administered written exam. ***All students confirmed for this course are required to provide a completed Medical History Statement (F-1) and Medical Examination Report (F-2), unless they have been grandfathered by the NC Sheriffs' Education and Training Standards Commission.***

### Special Concerns

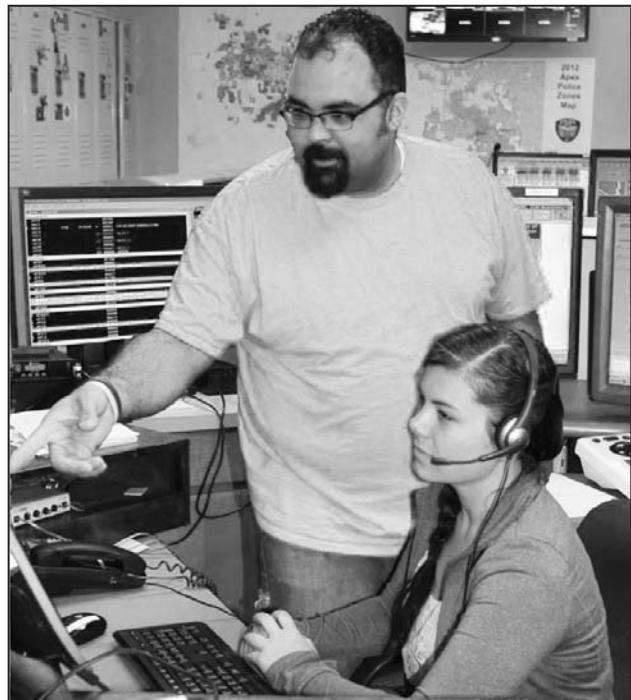
***Initial class begins on Sunday at 1:00 p.m.***

### Course Coordinator

Susan M. Gillis

### Length of Course

Five and one-half days (48 hours)



# Traffic



*The correct sequence for completing the traffic crash investigation courses should be:*

- *Introduction to Traffic Crash Investigation (40 hours)*
- *At-Scene Traffic Crash Investigation (40 hours)*
- *Advanced Traffic Crash Investigation (80 hours)*
- *Traffic Crash Reconstruction (80 hours)*

## Advanced Traffic Crash Investigation

**TEICP Accredited Course**

### Who Should Attend

Those law enforcement officers who have successfully completed **NCJA At-Scene Traffic Crash Investigation**.

### Course Goal

To enable participants to interpret and analyze traffic crash evidence.

### Course Objectives

The student will be able to:

- Interpret evidence from vehicles and roadway at the scene of a crash.
- Describe vehicle/occupant behavior during a crash.
- Conduct field sketching and scale diagramming.
- Perform a variety of mathematical formulas including:
  - Speed calculations
  - Acceleration and drag factor measurements.

### Methodologies

This course employs demonstration, lecture and practical exercises.

### Course Requirements

Attendance is required at all class sessions. Satisfactory completion of practical exercises conducted throughout the course must be accomplished. A minimum score of 75% must be attained on the final exam.

### Special Concerns

Students should bring all traffic crash investigation equipment they normally have available. Students should also bring a scientific calculator capable of trigonometric functions. Students should plan to spend some time at night to complete practical exercise assignments.

**PROPER ATTIRE FOR CLASSROOM IS BUSINESS CASUAL, SLACKS AND COLLARED SHIRT (NO SHORTS, T-SHIRTS, SANDALS, ETC.).**

### Course Coordinator

Kris R. Merithew

### Length of Course

Ten days (80 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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## Traffic

### Aggressive Driving Enforcement (Web-based)

TEICP Accredited Course

#### Who Should Register

Those law enforcement officers who have the responsibility of enforcing traffic laws within their jurisdiction and those tasked with the responsibility of developing an agency traffic safety program.

#### Course Goal

To provide the participants with the information needed to identify and address aggressive driving behaviors on public streets and highways.

#### Course Objectives

The student will be able to:

- Identify aggressive driving behavior.

- Interpret legal considerations of aggressive driving enforcement.
- Design an aggressive driving campaign.

#### Methodologies

This on-line course employs reading assignments and written essays, as well as online testing.

#### Course Requirements

Students must complete all assignments by the conclusion of the course. A minimum score of 70% must be attained on all written examinations and assignments.

#### Special Concerns

Student must have access to a computer and email capability.

#### Course Coordinator

Terry D. Miller

#### Course Credit

Sixteen hours

### At-Scene Traffic Crash Investigation

TEICP Accredited Course

#### Who Should Attend

Law enforcement officers with traffic crash investigation responsibilities. NCJA's *Introduction to Traffic Crash Investigation* is a prerequisite and must be successfully completed prior to attending NCJA's *At-Scene Traffic Crash Investigation*.

#### Course Goal

To enable the participants to determine minimum speed of vehicles involved in a crash based on physical evidence documented at the scene.

#### Course Objectives

The student will be able to:

- Perform a variety of mathematical computations to:
  - Determine minimum vehicle speed based on physical evidence.
  - Determine Time/Distance traveled.
  - Solve Linear Equations.
  - Perform Unit Analysis.
  - Account for variations in perception/reaction times.

- Account for braking deficiencies when calculating speed.
- Determine the coefficient of friction for various surfaces.

#### Methodologies

The course employs demonstration, lecture and practical exercises.

#### Course Requirements

Attendance is required at all class sessions. Satisfactory completion of practical exercises conducted throughout the course must be accomplished. A minimum score of 75% must be attained on the final exam.

#### Special Concerns

Class will begin at 8:30 a.m. on the first day. Students should bring a scientific calculator TI-30 capable of trigonometric functions. Students should plan to spend some time at night to complete practical exercises and study assignments.

#### Course Coordinator

Terry D. Miller

#### Length of Course

Five days (40 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

**D**ATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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## CDR/EDR Analyst Training

### Who Should Attend

This course offering is for those who have successfully completed a Crash Data Recorder Technicians training program, and have hands-on experience with CDR/EDR downloads.

### Course Goal

This course is an opportunity for qualified and experienced CDR/EDR Technicians to advance their skill level to Analyst. This course provides qualified individuals with both knowledge and skill level expertise for courtroom testimony.

**You must email a pdf of the appropriate Technician level training certificate at least 45 days prior to class start date to [kmerithew@ncdoj.gov](mailto:kmerithew@ncdoj.gov).**

### Course Objectives

Upon completion of the course, the student will be able to:

- Analyze any set of EDR data encountered.
- Determine if the event recorded is from this crash.
- Identify circumstances where EDR data is incomplete or has nothing to do with your crash.
- Understand Delta-V.
- Use EDR Delta V along with other scene evidence to get closing speed and speed at impact.
- Use Delta V from the vehicle with the recorder to determine the Delta V of the other vehicle.
- Recognize vehicle operational conditions that would cause EDR speed data to not accurately reflect true vehicle speed.
- Determine the effect that equipment modifications have on EDR speed data.

### Methodologies

Lecture and hands-on usage of all related technology will be employed during this course. Students should be prepared to conduct field work at multiple locations during the week, in all weather situations.

### Course Requirements

100% attendance is required at all course delivery times and locations. This training will be conducted rain or shine.

**STUDENTS MUST BRING/PROVIDE THEIR AGENCIES' BOSCH DOWNLOAD KIT, LAPTOP COMPUTER WITH APPROPRIATE SOFTWARE FUNCTIONING.**

**PROPER ATTIRE FOR CLASSROOM IS BUSINESS CASUAL, SLACKS AND COLLARED SHIRT (NO SHORTS, T-SHIRTS, SANDALS, ETC). Jeans will be allowed for field work day. Access to weather related clothing for field work is highly recommended.**

### Course Coordinator

Kris Merithew

### Length of Course

Five days (40 hours)





## Traffic

### Criminal Investigation Through Traffic Law Enforcement (Formerly DEPO)

TEICP Accredited Course

#### Who Should Attend

Law enforcement officers with patrol or traffic enforcement responsibilities.

#### Course Goal

To be able to recognize indicators of criminal activity while performing your daily patrol and traffic enforcement duties.

#### Course Objectives

At the end of this block of instruction, the student will be able to achieve the following objectives in accordance with the information received in class:

- Discuss at least ten (10) indicators of criminal activity.
- Define the term commercial motor vehicle and list at least four (4) indicators of possible criminal activity.
- List the six (6) survival commandments used when conducting traffic stops and vehicle searches.

- Discuss various methods of detecting truthful and deceptive behavior.
- Describe the classification of drugs based on the North Carolina General Statutes and apply appropriately.
- Given a suspected controlled substance and reference manual, demonstrate the process used to identify the substance.

#### Methodologies

This course employs lecture and discussion.

#### Course Requirements

Attendance is required at all class sessions. A minimum score of at least 80% must be achieved on the written final exam.

#### Special Concerns

Class starts at 8:30 am on the first day of class.

#### Course Coordinator

Terry D. Miller

#### Course Credit

Four days (32 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

### Fundamentals of Law Enforcement Driving (FLED)

TEICP Accredited Course

#### Who Should Attend

This course is intended for sworn North Carolina law enforcement officers.

#### Course Goal

To provide the student with a refresher of operating a vehicle while performing the functions of a law enforcement officer and driver. Instruction includes both classroom lecture and driving range practicals.

#### Course Objectives

At the end of this block of instruction, the participant will be able to achieve the following objectives in accordance with information received during the instructional period:

- Demonstrate the acceptable use of occupant protection devices during quick entry/exit practical exercises.

- Identify the below listed components of the driving system and discuss their relationship to law enforcement driving maneuvers and crash causes.
  - a. Environment
  - b. Vehicle
  - c. Driver
- Identify the acronym "SIPDE" and explain its relationship to a driving style that is low-risk, high gain.
- Identify the driving maneuvers that frequently contribute to law enforcement vehicular collisions.
- List acceptable collision avoidance methods.
- Identify factors that may impair vision and special considerations required while performing nighttime driving.
- Identify factors to consider for vehicular pursuits and emergency responses.
- Identify the types and limitations of emergency warning devices on law enforcement vehicles.
- Identify methods that will aid in the effective use of a law enforcement radio during an emergency response.

(CONTINUED ON NEXT PAGE.)

**D**ATES

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# Traffic



## Fundamentals of Law Enforcement Driving (FLED)

TEICP Accredited Course

(CONTINUED FROM PAGE 74.)

- Identify the legal and liability issues concerning law enforcement vehicular operations to include:
  - a. Operator's negligence
  - b. Vehicular pursuit
  - c. "Failure to protect" theory
  - d. North Carolina General Statutes
- Identify the six "C's" to consider while conducting a known risk vehicle stop.
- Complete a practical exercise concerning each student agency's emergency response and pursuit policy, or the Attorney General's Model Policy.
- Demonstrate the ability to use acceptable vehicle control methods by successfully completing the following practical exercises:
  - a. Offset Lane Maneuver
  - b. Fixed Radius Curve

- c. Precision Exercise
- d. Quick Entry/Exit (stressed/non-stressed)
- e. Pursuit Driving (Modified)

### Methodologies

This course employs a combination of lecture, demonstration, and practical skills training.

### Course Requirements

Attendance is required for all class sessions. The students will need to bring the following equipment: Department-issued patrol vehicle or like patrol vehicle, comfortable clothing for classroom and first skills day, complete uniform including leather gear for second skills day, appropriate rain gear, and their agency pursuit/emergency response policy. Students/departments are responsible for all expenses involving their own vehicles.

### Course Coordinator

Dan Worley

### Length of Course

Three days (24 hours)

## Introduction to Traffic Crash Investigation

TEICP Accredited Course

### Who Should Attend

Law enforcement officers who may be the first to arrive on scene at a traffic crash.

### Course Goal

To teach the officer methods for identification, preservation and documentation of critical time-sensitive evidence typically found at the scene of a traffic crash.

### Course Objectives

The course will include instruction covering the following areas:

- Safely responding to the scene.
- Scene management.
- Recognizing the Human Factors involved.
- Interviewing techniques.

- Identifying and documenting physical evidence.
- Measuring and diagramming crash scenes.
- Legal issues.
- Proper completion of the DMV-349.

### Methodologies

The class will employ lectures and extensive practical exercises.

### Course Requirements

Attendance is required at all class sessions. Students must attain a pass (pass/fail scoring) on all practical exercises and a score of 75% on the final written exam. This course is a prerequisite for NCJA **At-Scene Traffic Crash Investigation**.

### Course Coordinator

Terry D. Miller

### Length of Course

Five days (40 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Traffic

## Traffic Crash Reconstruction 2.0

TEICP Accredited Course

### Who Should Attend

Those law enforcement officers who have successfully completed NCJA **Advanced Traffic Crash Investigation**. Students are required to submit a copy of the respective training certificate to verify the pre-requisite attainment.

### Course Goal

To enable participants to reconstruct traffic crashes using previously gained knowledge in combination with materials learned in this course.

### Course Objectives

The student will be able to:

- Perform advanced mathematical calculations.
- Demonstrate a working knowledge of Plane Geometry.
- Graph Vector Sum Analysis.
- Interpret Vehicle behaviors during and after a crash.
- Determine Principle Direction of Force and explain its effect on Occupant Kinematics.
- Understand and take advantage of the growing use of Crash Data Recorders.
- Investigate Commercial Vehicle Crashes.
- Assess vehicle damage.

### Methodologies

This course employs demonstration, lecture, practical exercise and self-directed study.

### Course Requirements

Attendance is required at all class sessions. Satisfactory completion of practical exercises conducted throughout the course must be accomplished. The final exam will consist of two written exams, 70% of final grade, and completion of a comprehensive traffic crash reconstruction worth 30% of final grade. A minimum score of 75% must be attained for a combined total. be attained for a combined total.

### Special Concerns

Students should bring a scientific calculator capable of trigonometric functions as well as any diagramming tools (templates), etc.

### Course Coordinator

Kris Merithew

### Length of Course

Ten days (80 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

**PROPER ATTIRE FOR CLASSROOM IS BUSINESS CASUAL, SLACKS AND COLLARED SHIRT (NO SHORTS, T-SHIRTS, SANDALS, ETC.).**

## Traffic Law Refresher (Web-based)

TEICP Accredited Course

### Who Should Register

Traffic enforcement officers who have not had traffic law update training within the past 24 months.

### Course Goal

To teach the officers the new statutes enacted since the 2013 legislative session and review seldomly used statutes.

### Course Objectives

The course will include instruction covering the following areas:

- N.C.G.S. Chapter 20.
- Ignition interlock devices.
- DWI checkpoint enforcement.

### Methodologies

Students will be assigned weekly reading assignments and will complete online quizzes.

### Course Requirements

Student will need access to a current edition of the N.C.G.S. Chapter 20. Students must attain a passing score on each weekly quiz and 70% on the final written exam. The combination of the two will determine pass/fail.

### Course Coordinator

Terry D. Miller

### Course Credit

Sixteen hours

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

**D**ATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

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# Special Events & Conferences



## ASP Instructor Certification

**NEW!**

**TEICP Accredited Course**

### Who Should Attend

Sworn Law Enforcement Officers who will be instructing the use of the ASP collapsible baton, flash light techniques, and ASP handcuffs.

### Course Goal

To present the participant information and skills to enable certification as an ASP Instructor.

### Course Objectives

The student will be able to:

- Learn proper techniques for teaching strikes and other defensive tactics with the ASP collapsible baton.
- Learn flashlight techniques and teaching methods.
- Learn ASP method of applying handcuffs and proper instructional methods.

### Methodologies

Lecture and practical exercises.

### Course Requirements

Pants that will accommodate a duty belt and duty gear such as BDUs, Shoes with Linear and Lateral Support. Duty belt for ASP Scabbard.

### Special Concerns:

No known heart or lung problems. No known bone or joint issues. No history of back problems. Able to run one mile in 12 minutes, 25 consecutive push-ups, 50 bent leg sit-ups.

### Signup Details

Register through the NCJA portal. Applications will be emailed from Richard White to the student for payment information for deposit to hold seat in the class. Fee to be refunded first day of class.

### Fee

\$50.00

### Length of Course

Three days (24 hours)

### Course Coordinator

Richard White

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

## COHORT Diversity Training **NEW!** (Community Organizers Helping Officers Restore Trust)

### Who Should Attend

Sworn law enforcement officers, correction officers, probation officers, and other law enforcement professionals.

### Course Goal

The Community COHORT Diversity Training program exists for the purpose of helping Law Enforcement Agencies and Departments across the country build, maintain, and restore trust with the diverse communities that they serve.

### Course Objectives

The student will be able to:

- Explore and analyze the existing relationship between their specific Law Enforcement Agency and the diverse communities that they serve.

- Reflect on the roles that all stakeholders have played in the cause of any issues and what role they can specifically play in the resolution, both individually and collectively.
- Understand how to effectively apply the 4-step MEET Model to strengthen their relationship with diverse communities and "out groups".
- Develop S.M.A.R.T. action steps that can immediately be applied to start the resolution and reconciliation process within their respective agencies, departments, organizations, and communities.

### Methodologies

This course employs lecture, conference, and analytical exercises.

### Course Requirements

Attendance is required for all class sessions.

**(CONTINUED ON NEXT PAGE.)**

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



## Special Events & Conferences

### COHORT Diversity Training **NEW!** (Community Organizers Helping Officers Restore Trust)

(CONTINUED FROM PAGE 77.)

#### Special Concerns:

Attendees must register at <https://ncja-portal.acadisonline.com/acadisviewer/login.aspx> and submit payments to Tru Pettigrew, CEO of Tru Access. Your check is to be made out to Tru Access Consulting and sent to 101 Castle Garden Street, Cary, NC, 27513. This is a vendor course for which the following fees apply: fee is \$150 for one person. Two-person teams pay \$250 total; three-person teams pay \$100 per person.

#### Fee

\$150.00

#### Course Coordinator

Carlton Joyner

#### Length of Course

One day (8 hours)

COHORT

### Criminal Justice Standards Certification Workshop

#### Who Should Attend

Police chiefs, executive staff, and criminal justice personnel responsible for processing agency and officer paperwork to be submitted to Criminal Justice Standards Division and/or conducting pre-employment background investigations of applicants/certified employees to ensure they meet and maintain minimum employment and retention standards.

#### Course Goal

To provide information to law enforcement agencies on the various sections and functions of the Criminal Justice Standards Division including specifics on paperwork, investigations, and training.

#### Course Objectives

The student will be able to achieve the following objectives in accordance with information received during the instructional period:

- Describe the composition of the Criminal Justice Education and Training Standards Commission and relate the purpose of the Criminal Justice Standards Division.
- Discuss various Criminal Justice Standards forms, how to successfully complete those forms and describe other important steps in the certification process.
- Identify certification requirements through discussion

of various Criminal Justice Standards forms.

- Discuss the review process for possible violations and explain how the probable cause process of the Criminal Justice Commission works.
- Define Company and Campus Police requirements.
- Describe the duties of the Criminal Justice Standards Field Representatives.
- Discuss the requirements of mandated in-service training.
- Explain the Professional Certificate program administered by the Criminal Justice Standards Division.

#### Methodologies

This course employs lecture and class discussion.

#### Course Requirement

Attendance is required at all class sessions.

#### Special Concerns

**Prerequisite:** *In order for you to register for this course, we must receive from your police chief the Written Endorsement to Attend Training form available on our website in the Course Offering section.*

#### Course Coordinator

Kristi Jernigan

#### Course Instructor

Criminal Justice Standards Division staff

#### Length of Course

Two days (11 hours)

**LIMIT 2 STUDENTS  
PER DEPARTMENT.**

**D**ATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



## Special Events & Conferences

### Criminal Sexuality

**CICP Accredited Course**

#### Who Should Attend

Law enforcement officers, prosecutive investigators, medical examiner investigators and crime scene technicians with the responsibility of conducting an investigation and the prosecution of a crime which is sexual in nature.

#### Course Goal

To provide the knowledge and skills necessary to thoroughly and successfully investigate, process and prosecute a sexually related crime by applying the skills of criminal investigative analysis commonly known and profiling to a sexually related crime.

#### Course Objectives

The student will be able to:

- Identify and explain how "rape myths" inhibit successful investigation and prosecution of rapists.
- Identify and explain the four significant typologies of rapists.

- Distinguish between modus operandi, ritual and signature aspects.
- Explain how interviews are tailored to address the fantasy and thinking areas of offenders.

#### Methodologies

This course will employ lecture, conference and practical exercises.

#### Course Requirement

Attendance at all class sessions is required.

#### Special Concerns

Participants will profile a rape case as part of class exercises.

**Checks should be made payable to: Mike Prodan and mailed to: 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.**

**Fee**  
\$100.00

**Course Instructor**  
Mike Prodan

**Course Coordinator**  
Doug Robinson

**Length of Course**  
One day (8 hours)

### Investigating the Sexual Victimization of Children

**CICP Accredited Course**

#### Who Should Attend

Individuals, who as part of their job function, must investigate allegations of the sexual victimization of children.

#### Course Goal

To provide the participant with the knowledge and skills necessary to successfully conduct an investigation of child sexual victimization.

#### Course Objectives

The student will be able to:

- Identify thinking errors common to individuals who sexually victimize children.
- Recognize the various types of child sexual molesters.
- Identify various reasons for the sexual victimization of children.

- Recognize various types of rape and paraphilic behavior associated with this type offender.
- Identify what is or is not pornography and its relationship to the sexual victimization of children.

#### Methodologies

This course will employ lecture, discussion and conference methods.

#### Course Requirements

Attendance at all class sessions is required.

#### Special Concerns

**Checks should be made payable to: Mike Prodan and mailed to: 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.**

**Fee**  
\$100.00

**Course Instructor**  
Mike Prodan

**Course Coordinator**  
Doug Robinson

**Length of Course**  
One day (8 hours)

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



## Special Events & Conferences

### Laws Governing Concealed Handgun and Use of Deadly Force

#### Who Should Attend

Citizens who wish to instruct the mandatory firearms training class for persons applying for a North Carolina Concealed Handgun Permit.

#### Course Goal

To provide the knowledge and skills necessary to instruct a firearms training class for persons applying for a North Carolina Concealed Handgun Permit, in accordance with the requirements of the North Carolina Administrative Code.

#### Course Objectives

The student will be able to:

- Conduct an approved firearms qualification course for North Carolina Concealed Handgun Permit applicants.
- Train students in the nomenclature, fundamentals of shooting, maintenance cleaning and inspection of a handgun.
- Train students in the law of deadly force in North Carolina, including specific examples of when deadly force is and is not allowed.
- Train students in the legal requirements related to the carrying of a concealed handgun with a North Carolina Concealed Handgun Permit.

#### Methodologies

This course employs lecture, demonstration, discussion and a written examination.

#### Course Requirements

Attendance is required at all class sessions. Students must attain a minimum score of 75% on the written examination at the end of the training.

#### Special Concerns

Registered students will receive a notification letter about their acceptance into the course. You will then receive a **second** notice by e-mail 30 days before the course with further instructions, including how to pay for the course. Do **not** send payment with the course registration.

Class will begin promptly at 1:00 pm.

**NO LATE ARRIVALS WILL BE ADMITTED!**

Do **not** bring firearms.

#### Fee

\$125.00

#### Course Coordinator

Chad Thompson

#### Length of Course

One day (5 hours)

### NC Requirements for Becoming a Concealed Carry Handgun Instructor

You must be eligible to receive or possess a firearm under Federal and North Carolina State Law. You must also submit the following to the Criminal Justice Standards Division of the North Carolina Department of Justice:

- Concealed Carry Handgun Instructor Application Form (CCH-1);
- Firearms instructor certification from a course accredited by the North Carolina Criminal Justice Education & Training Standards Commission, the North Carolina Department of Corrections, the North Carolina Private Protective Services Board, or the National Rifle Association;
- Certificate showing successful completion of the course ***Laws Governing Concealed Handgun and Use of Deadly Force***;
- Course material you intend to teach (or the course outline for prior approved courses); and
- Application fee in the form of a certified check.

The Concealed Carry Handgun Instructor program is regulated through the Criminal Justice Education and Training Standards Commission, as designated in NCGS 14-415.12(a)(4).

For more information, contact Ed Zapolsky at [ezapolsky@ncdoj.gov](mailto:ezapolsky@ncdoj.gov) or call 919-661-5980.



## Special Events & Conferences



### NC D.A.R.E. In-Service Training Conference

**SROCP Accredited Course**

#### Who Should Attend

Law enforcement officers, D.A.R.E. officers, school resource officers, etc., who are tasked juvenile and community responsibilities. D.A.R.E. In-Service training provides experts who present on current trends seen in school settings and how these relate to law enforcement.

#### Course Goal

To provide attendees an opportunity to exchange information relative to school and community related tasks. Additionally, we aim to provide quality instruction related to officer safety, classroom management, D.A.R.E. curriculum, community interaction, and related topics.

#### Course Objectives

- To provide up to date law enforcement and educational training to D.A.R.E. Officers. By the end of D.A.R.E. In-Service training, officers will be able to score 75% or higher on a written test evaluating their understanding of curriculum presented during training.

- To provide opportunities for D.A.R.E. Officers to link their programs and become better informed about programs across the state. By the end of D.A.R.E. In-Service training, officers will have spoken with other agencies and created 3 new ideas to benefit their D.A.R.E. programs.
- To provide various supplies to D.A.R.E. Officers to lessen the burden of their agencies. By the end of D.A.R.E. In-Service training, every officer in attendance will receive D.A.R.E. supplies (books, pencils, stickers, etc...) they can use during their instruction time.

#### Methodologies

This course employs lecture, discussion and other exercises.

#### Registration

Refer to website [www.ncdare.org](http://www.ncdare.org) for registration, hotel information and the training agenda.

#### Course Coordinator

Scott Grantham

#### Length of Course

Five days (24 hours)

### North Carolina Homicide Investigators Association Conference

**CICP Accredited Course**

#### Who Should Attend

Investigators, crime scene technicians, district attorneys, and others charged with the investigation of deaths.

#### Course Goal

- To provide homicide investigators an opportunity to exchange information relative to homicide investigations and assist other investigators with unsolved cases.
- Establish a depository for information relating to current and unsolved homicides within the State of North Carolina and the dissemination of such information through regular group meetings and publications.
- To establish a network for other law enforcement agencies across the United States to access information.

- Through the training, communication, support and encouragement of the Association's membership, promote quality homicide investigations within the State of North Carolina.

#### Methodologies

This course employs lecture and investigative case presentations.

#### Special Concerns

Refer to website [www.NCHIA.org](http://www.NCHIA.org) for registration and hotel information. Participants will receive CICP credit for training hours attended.

Courtyard by Marriot Carolina Beach  
100 Charlotte Avenue, Carolina Beach, NC  
910-458-2030  
<http://www.marriott.com/hotels/travel/ilmcb-courtyard-carolina-beach-oceanfront/>

#### Fee

See website [www.nchia.org](http://www.nchia.org).

#### Coordinator/Contact Person

Russell Strickland

#### Length of Course

Three and 1/2 days  
(28 hours)

# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



## Special Events & Conferences

### North Carolina International **NEW!** Association for Identification Conference

**CICP Accredited Course**

#### Who Should Attend

Crime Scene Investigators, Crime Lab Personnel, Forensic Scientist, Police Officers, Detectives, Investigators, Medical Examiners, Forensic Nurses, Supervisors, etc.

#### Course Goal

Annual Training Conference and Workshops.

#### Course Objectives

Topics Covered: Crime Scene Investigations, Print Identification, Bloodstain Pattern Analysis, Forensic Photography, Case Study, Shooting Incident Reconstruction, Recovery of Buried Remains

#### Methodologies

Lectures and Workshops

#### Special Concerns

Register at: <https://nciai.com/conference.html>

#### Course Coordinator

Casson Reynolds

#### Length of Course

3 days (24 hours)



### North Carolina Juvenile Officers Association Annual Conference

#### Who Should Attend

Law enforcement officers, investigators, school resource officers, etc., who are tasked with juvenile responsibilities.

#### Conference Goal

- To provide attendees an opportunity to exchange information relative to juvenile investigations.
- Through the training, communication, support and encouragement of the Association's membership, promote quality juvenile interactions within the state of North Carolina.

#### Methodologies

This conference employs lecture, discussion and other exercises.

#### Registration

Refer to website [www.ncjoa.com](http://www.ncjoa.com) for registration, hotel information and the training agenda.

#### Location

Double Tree by Hilton Hotel  
2717 West Fort Macon Road,  
Atlantic Beach, NC 28512  
TEL: 1-252-240-1155  
FAX: 1-252-222-4065

#### Coordinator/Contact Person

Scott Grantham  
910-525-4151 ext. 278

#### Length of Course

Five Days (28 hours)



# Special Events & Conferences



## Profiling the Crime Scene

**CICP Accredited Course**

### Who Should Attend

Law enforcement officers (patrol, investigators, crime scene personnel) prosecutors, supervisors, who would be called upon to assess, investigate and manage criminal investigations.

### Course Goals

Instructed by Michael Prodan, Captain (SAC) of the South Carolina Law Enforcement Division, Behavioral Science Unit, this course is an introduction to the technique of criminal investigative analysis (profiling) as it applies to death investigations. Included is a brief history of the technique and the so-called differences between inductive, deductive and the investigative psychology of criminal profiling. The course focuses on the various motives for murder and how identifying the motive as displayed in the crime will reduce the size of the suspect pool. Also included is how the behavior exhibited by the offender at the scene can be used to determine what kind, if any, defense the offender may claim, such as self-defense, not guilty by reason of insanity, or guilty but mentally ill.

The students will review various crime scenes and autopsy photographs, lab reports and background information of each victim and offer an analysis regarding the sequence of events, motive and any possible defenses.

### Course Objectives

- The history and use of profiling in homicide/death investigations.
- Identify the behaviors of the offender based upon crime scene indicators.
- Recognize the elements in staging in homicide scenes.
- Recognize the differences in mental health mitigation and not guilty by insanity defenses in homicide.
- Identify how motive is displayed in homicide/death scenes.

### Methodologies

This course will employ lecture, discussion and conference methods.

### Requirements

Attendance is required at all class sessions.

### Special Concerns

Class will begin at 8:00 AM. Checks should be made payable to Michael Prodan and mailed to: 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636. Refunds will be given to any person who cancels 30 days prior to the course. Credit for future course attendance will be extended for cancellations less than 30 days prior to the course.

### Fee

\$100.00

### Coordinator/Contact Person

Doug Robinson

### Length of Course

One and 1/2 days (12 hours)



# DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



## Special Events & Conferences

### Stalking and Stalking Behaviors

**CICP Accredited Course**

#### Who Should Attend

Law enforcement officers, prosecutive investigators, medical examiner investigators and crime scene technicians with the responsibility of conducting an investigation and the prosecution of the crime of stalking.

#### Course Goal

To provide the knowledge and skills necessary to thoroughly and successfully investigate, process and prosecute a stalking related crime.

#### Course Topics

- Stalking defined
- Victims of stalking
- Profile of a stalker
- General characteristics of stalkers
- Relationship to victim
- Association of threats to violence
- Risk factors for threats to be carried out

- Motivation for stalking
- Stalker typologies
- Non-domestic stalkers vs. domestic stalkers
- Case management

#### Methodologies

This course will employ lecture, conference and practical exercises.

#### Course Requirement

Attendance at all class sessions is required.

#### Special Concerns

**Checks should be made payable to Mike Prodan and mailed to 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.**

**Fee**  
\$100.00

**Course Instructor**  
Mike Prodan

**Course Coordinator**  
Doug Robinson

**Length of Course**  
One day (8 hours)

### Threat Assessment and the School Rampage Shooter

**CICP Accredited Course**

#### Who Should Attend

Law enforcement officers (patrol, investigators, school resource officers, security) prosecutors, school administrators, teachers and counselors, who would be called upon to assess, investigate and manage threats against individuals and/or schools.

#### Course Goal

This course examines those individuals who communicate threats or other "unusual" communications to others as well as emphasis in identifying the difference between those who make a threat and those who pose a threat. In addition, this course examines the various theories of the cause of school shooters, warning signs, assessment and interventions.

#### Course Objectives

- Identify types of communicated threats (implied, direct and conditional).

- Distinguish the difference between those who make a threat and those who pose a threat.
- Identify types of threat communicators and level of concern or danger.
- Correctly identify how to manage and reduce the danger level.
- Describe and apply the methodology to recognize and encourage "leakage" in schools to prevent violence.

#### Methodologies

This course will employ lecture, discussion and conference methods.

#### Course Requirements

Attendance is required at all class sessions.

#### Special Concerns

**Checks should be made payable to Mike Prodan and mailed to 233 Bradley Drive, West Columbia, SC 29170. Payment should reach Mr. Prodan no later than one week before class starts. Phone: 803-996-4636.**

**Fee**  
\$100.00

**Course Instructor**  
Mike Prodan

**Course Coordinator**  
Doug Robinson

**Length of Course**  
One day (8 hours)





## Special Events & Conferences

### Threat Assessment and Workplace Violence

**CICP Accredited Course**

#### Who Should Attend

Law enforcement officers, workplace and corporate security personnel, prosecutors, managers and supervisors who would be called upon to assess, investigate and manage threats against individuals and/or the workplace.

#### Course Goal

This course examines those individuals who communicate threats or other unusual communications to others as well as emphasis in identifying the difference between those who make a threat and those who pose a threat. In addition, this course examines the various theories of the cause of workplace shooters, warning signs, assessment and interventions.

#### Course Objectives

- Identify types of communicated threats (implied, direct and conditional).
- Distinguish the difference between those who make a threat and those who pose a threat.
- Identify types of threat communicators and level of concern or danger.
- Correctly identify how to manage and reduce the danger level.
- Describe and apply the methodology to recognize and encourage "leakage" in workplaces to prevent violence.

#### Methodologies

This course will employ lecture, discussion and conference methods.

#### Course requirements

Attendance at all class sessions is required.

#### Special Concerns

*Checks should be made payable to Michael Prodan and mailed to 233 Bradley Drive, West Columbia, SC 29170.*

#### Fee

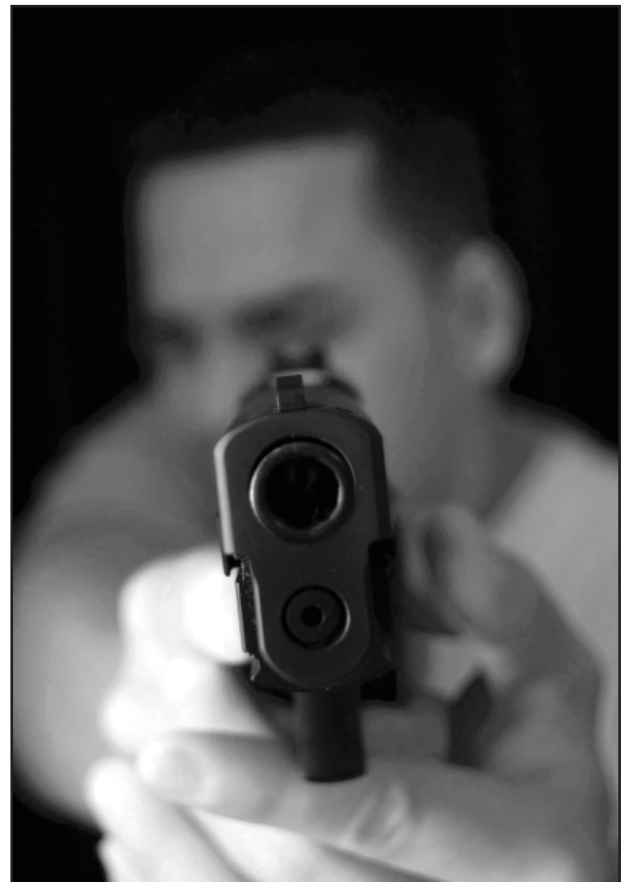
\$100

#### Course Coordinator

Doug Robinson

#### Length of Course

One day (8 hours)

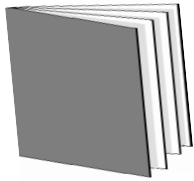


# D

DATES

See the NCJA Training Portal: <https://ncja-portal.acadisonline.com>

Click on Available Training on the upper right side.



## Other Important Information

(Registration, Learning Resource Center, Resources on the Web)

### How to Register

**Registration must be made using the Online Training Portal (<https://ncja-portal.acadisonline.com>)**  
**Paper course applications are no longer accepted.**

The North Carolina Justice Academy is funded by the North Carolina General Assembly, and course enrollment is primarily for full-time employees of criminal justice agencies within North Carolina.

#### TRAINING PORTAL

Students must request enrollment for classroom and online courses for either campus through the Training Portal at <https://ncja-portal.acadisonline.com>. Confirmation and all class correspondence will be handled by email.

To use the portal, you must first have a username and password. Instructions for obtaining these are located on the portal home page.

**Note to agency training coordinators:** You may register your agency employees for classes via the portal. To do this, two conditions must be met.

1. Your employees must have portal accounts. You cannot register someone who does not have an account.
2. Your account must be designated as a "training coordinator account." This is an option you select when you request your account. If you are not a training coordinator and need to be designated as one on the portal, contact [ncja@acadisonline.com](mailto:ncja@acadisonline.com).

#### CANCELLATIONS

We request immediate notification of cancellations so waiting list personnel can be contacted. Cancellations must be reported to the Salemburg registrar by phone (910-525-4151) or email ([registrar\\_east@ncdoj.gov](mailto:registrar_east@ncdoj.gov)) and to the Edneyville registrar by phone (828-685-3600) or email ([registrar\\_west@ncdoj.gov](mailto:registrar_west@ncdoj.gov)).

**Note:** It is not possible to cancel a registration through the portal. You must contact the appropriate campus registrar.

#### HOUSING ASSIGNMENT - Salemburg

Academy students will be assigned a room at the Dormitory Office for the duration of the course they are attending. The Academy does not charge a registration, tuition or room fee. Room registration hours are as follows: Sunday, 3:00 p.m. - 8:00 p.m. and Monday through Thursday, 7:00 a.m. - 6:00 p.m. Anyone arriving after 6:00 p.m. will have room assignments made by the security officer on duty.

#### HOUSING ASSIGNMENT - Edneyville

Registration is conducted at the Reception Desk, Room 101, on the ground floor of the Administration Building on Sunday from 3:00 p.m. - 7:00 p.m.; Monday from 7:00 a.m. - 7:00 p.m.; and Tuesday - Friday from 8:00 a.m. - 5:00 p.m. Students arriving after scheduled hours of registration will be checked in by the security officer on duty. If a substitution is made for an Edneyville course, you must replace male with male and female with female.

#### COMMUTING STUDENTS

Commuting students should report directly to class.



## Other Important Information

(Registration, Learning Resource Center, Resources on the Web)



### NCJA Learning Resource Center

The Learning Resource Center is an integral part of the North Carolina Justice Academy. Located on the East Campus, it provides library and technology services to Academy students and law enforcement personnel throughout the state: the LRC offers lifetime library membership to its law enforcement patrons. Housing over 23,000 books, journals, magazines, reference materials, and technical manuals, the LRC also maintains special collections of law enforcement lesson plans, policy manuals from North Carolina police agencies, and training videos. Library materials are available free of charge and can be shipped at no cost (except return postage).

In addition to its collections in criminal justice, the LRC offers popular magazines and movies on DVD. Visit our catalog at <http://library.ncja.ncdoj.gov>.

Our hours of operation are as follows (excepting holidays and special/reduced hours):

#### LRC HOURS OF OPERATION

8:00am – 7:00pm, Monday – Thursday  
8:00am – 5:00pm, Friday  
910-525-4151 x 300

#### A/V HOURS OF OPERATION

8:00am – 5:00pm, Monday – Friday  
910-525-4151 x 257

### Resources on the Web <http://ncja.ncdoj.gov>

#### NCJA Home

- Contact Us
- NC Justice Academy Maps
- Privacy Policy
- Sitemap

#### News

#### FAQs

#### Weather Reports

#### Mailing List

#### NCJA Survey

#### General Information

- East Campus Information
- West Campus Information
- History of the Justice Academy
- Our Mission
- SECC Events

#### Bookstore

#### Library

#### Video Production Unit

#### Courses Offered by NCJA

- Course Offerings (A-Z)
- Registration/Application
- Training Calendars

#### Online Training

#### Training Centers

- Commission/In-Service
- Investigation
- Law Enforcement Leadership
- Legal
- Tactical and Traffic

#### Commission Courses

- BLET
- Detention Officer
- Driver Training
- Firearms
- In-Service
- Instructor Training
- Physical Fitness
- Speed Measuring Training
- Specialized Subject Control and Arrest Techniques Instructor Training
- Telecommunicator

#### Certificate Programs

- Community Policing
- Criminal Investigations
- Management Development
- School Resource Officer
- Tactical Training
- Traffic Enforcement and Investigation

#### Personnel

#### Criminal Justice Links

- Attorneys General Offices
- Criminal Justice Associations
- Criminal Justice Degree Programs in NC
- NC Criminal Justice Education & Training Standards Commission
- Federal Criminal Justice Agencies
- Legal Information
- Legislative Information
- NC Criminal Justice Agencies
- NC Police Departments
- NC Sheriffs' Offices
- NC Sheriffs' Education & Training Standards Commission

#### Publications

#### Legislative Updates

#### Job Bank

#### Training Materials

#### Outside Agency Courses and Forms



## Other Important Information

(Registration, Learning Resource Center, Resources on the Web)

### Office of the Registrar Transcript Request Information

Students or alumni who desire a transcript of NCJA courses must present a written request or the form below to the Registrar's Office. Please note that federal law requires that all requests must bear the signature of the student, so email requests cannot be honored.

For purpose of identification, the request needs to include:

- Student's full/maiden name
- Social Security number
- Date of Birth
- Complete mailing address of where the transcript is to be sent
- Student's signature

Official transcripts cannot be emailed or faxed to students, departments, etc. They can only be sent via regular mail. Please remember that all transcript requests must be signed by the student.

A transcript can be picked up in person during regular business hours. A picture ID is required.

If you have questions about the transcript request process, please call the Office of the Registrar at 910-525-4151, ext. 245 or 828-685-3600, ext. 213.

Mail all transcript requests to:  
Registrar, NC Justice Academy,  
PO Box 99, Salemburg, NC 28385-0099,  
or  
Registrar, NC Justice Academy,  
PO Box 600, Edneyville, NC 28727-0600

## Office of the Registrar

### Official Transcript Request

Name: \_\_\_\_\_  
Last First Middle/Maiden

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Send Transcript to (complete mailing address is required):

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Student Signature: \_\_\_\_\_







*PO Box 99, Salemburg, NC 28385-0099 Ph: 910-525-4151*  
*PO Box 600, Edneyville, NC 28727-0600 Ph: 828-685-3600*  
*<http://ncja.ncdoj.gov>*

Josh Stein, Attorney General    Trevor Allen, Director



Visit our website

